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INSTRUCTIONS

TO

CUSTODIANS OF PUBLIC BUILDINGS

UNDER THE CONTROL OF THE

TREASURY DEPARTMENT

1905

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(SUPERSEDING ALL PREVIOUS REGULATIONS AND INSTRUCTIONS CONCERNING THE DUTIES OF CUSTODIANS.)

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INSTRUCTIONS

TO

CUSTODIANS OF PUBLIC BUILDINGS

UNDER THE CONTROL OF

THE US TREASURY DEPARTMENT.

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1905.

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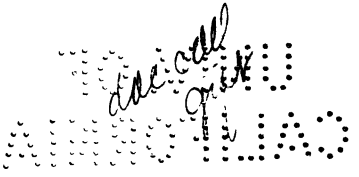

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CONTROL OF PUBLIC BUILDINGS AND SITES.

It is provided by law "that all court-houses, custom-houses, post-offices, appraiser's stores, barge offices, subtreasuries, and other public buildings outside of the District of Columbia and outside of military reservations which have been heretofore purchased or erected, or are at present in course of construction or which may hereafter be erected or purchased out of any appropriation under the control of the Treasury Department, together with the site or sites thereof, are hereby expressly declared to be under the exclusive jurisdiction and control and in the custody of the Secretary of the Treasury, who shall have full power to take possession of and assign and reassign rooms therein to such Federal officials, clerks, and employees as in his judgment and discretion should be furnished with offices or rooms therein." (U. S. Stat. L., vol. 30, p. 614.)

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INSTRUCTIONS TO CUSTODIANS OF PUBLIC BUILDINGS.

SECTION I. *Buildings and employees in charge of custodians.*—United States Government buildings, their fixtures and furniture, all appurtenances pertaining thereto, and all employees in the assistant custodian and janitor service, are under the charge and control of custodians and subject to their supervision as agents of the Treasury Department.

SEC. II. *Appointment of custodians.*—Custodians are appointed by the Secretary of the Treasury, and officials must not certify pay rolls or vouchers or in any manner act as custodians until they shall have been authorized so to do. There is no salary or emolument attached to the position.

SEC. III. *Appointment of acting custodians.*—Custodians may, when necessary, submit to the Department for approval the nomination of a suitable official for appointment as acting custodian, to serve only during the absence of the custodian by reason of sickness or any other cause; but such person shall not act until his nomination is approved by the Secretary of the Treasury.

SEC. IV. *Correspondence with Civil Service Commission.*—Correspondence by custodians with the United States Civil Service Commission or the district secretaries of the several civil-service districts is prohibited, except in so far as provided by the rules for making requisition for eligibles. All other correspondence relative to the personnel of the assistant custodian and janitor service must be addressed to the Secretary of the Treasury.

SEC. V. (1) *Signature of custodians.*—The signature of the custodian is required, when he is on duty, to all official matter forwarded to the Department relative to the assistant custodian and janitor service.

(2) *Signature of acting custodians.*—The acting custodian's signature will be accepted only in the absence from duty of the custodian.

(3) *Signatures affixed by stamp.*—The signatures of custodians, or acting custodians, affixed by stamp, or of other employees in the service signing for the custodian or the acting custodian, will not be recognized.

QUALIFICATIONS, MANNER OF APPOINTMENT AND REMOVAL, AND PAYMENT OF ALL EMPLOYEES IN THE ASSISTANT CUSTODIAN AND JANITOR SERVICE.

SEC. VI. (1) *Appointments, changes, removals, etc.*—All appointments, removals, and changes of persons whose compensation is paid from the appropriation for "Pay of assistant custodians and janitors" will be made by the Secretary of the Treasury at Washington and transmitted to the custodian.

(2) *Classified appointments.*—Appointments to classified places in the assistant custodian and janitor service will be made by the Secretary of the Treasury, upon the recommendation of the custodian, as provided in paragraphs 3, 4, 5, and 6.

(3) *Probational appointments.*—Whenever a new place is created by the Department or a vacancy occurs in the classified force under the supervision of the custodian, that official shall make requisition upon the secretary for the civil-service district [a] in which the vacancy exists for a certification of eligibles, and the district secretary will forward to the custodian the papers of those eligible for appointment to such vacancy. The custodian shall make selection of one of the eligibles, and immediately thereafter notify the person selected, and after his acceptance shall nominate him for appointment to the Department on the prescribed form of nomination, which is to show also the names of the two other persons submitted for the vacancy.

(4) *Temporary appointment from register.*—In case the custodian declines to nominate for probational appointment from a register containing at least one and less than three names, temporary appointment must be made from the register, unless reasons satisfactory to the United States Civil Service Commission are given why it should not be so made. Such appointments may continue until the position is filled probationally from a register containing at least three names.

(5) *Temporary appointment not from register.*—When there is no name upon the register, or when the register contains at least one and less than three names, but no eligible is willing to accept temporary appointment, or is not available on account of absence from the city, or other cause, the custodian may nominate any person for temporary appointment. The custodian must show on his nomination the fact that no eligible would accept or was available, and the reason therefor. Such temporary appointments may continue until the position is filled by either probational or temporary appointment from the register.

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[a] See appendix for list of civil-service districts.

(6) *Temporary job employment.*—When a temporary appointment is necessary for job employment, additional work, or on account of the absence of an employee, selection must be made from a list of eligibles if there is at least one eligible willing to accept, unless reasons satisfactory to the United States Civil Service Commission are given why such selection should not be made. The appointment must be tendered to those on the register in accordance with the rules governing certification, and if all of them decline, or no one is available on account of absence from the city or other cause, any person may be nominated, and the facts relative thereto shall be noted by the custodian upon the form of nomination.

(7) *Declination of appointment.*—If probational, temporary, or a job appointment is declined by a person on the register, a written declination shall be required by the custodian and shall be forwarded to the district secretary.

(8) *Report on probationer.*—Custodians shall report to the Department, in writing, at least five days before the end of the probationary term, viz, six months from date of oath, of each probational employee under their control, whether his conduct and capacity have been satisfactory during said term, and whether his retention in the service is recommended.

UNCLASSIFIED APPOINTMENTS.

(9) *Unclassified appointments.*—Appointments to unclassified places in the assistant custodian and janitor service will be made by the Secretary of the Treasury, upon the recommendation of custodians, as provided in paragraphs 10, 11, and 12.

(10) *Unclassified appointments from registers of eligibles.*—At all places where regulations have been or may hereafter be promulgated by the United States Civil Service Commission for filling unclassified positions from registers of eligibles, unless filled by reinstatement, transfer, promotion, or reduction, custodians shall, whenever a new place is created by the Department, or a vacancy occurs in the unclassified force under their control, or when temporary appointment is necessary for job employment, additional work, or by reason of the absence of an employee, make requisition upon the local secretary of the civil-service board or upon the secretary for the civil-service district in which the vacancy exists, if the vacancy is at district headquarters, for a certification of eligibles, specifying sex and principal duties of the position; and the secretary will certify to the custodian the names of the three eligibles at the head of the register remaining eligible for appointment to such vacancy. The custodian shall make selection of one of the eligibles from the list certified, with sole reference to fitness, unless he shall offer written objection which

the United States Civil Service Commission may deem sufficient, and, after acceptance, shall nominate the person for appointment to the Department upon the prescribed form of nomination.

(11) *Unclassified appointments not from register at places where regulations have been established.*—When a demand for appointment arises which can not be met in the manner described in paragraph 10, the custodian may nominate for temporary appointment a person whose name is either not on the register or not in turn for certification. Such appointments may continue until the position is filled from a register of eligibles.

(12) *Nominations to be forwarded through civil-service secretaries, etc.*—All nominations for transfer, promotion, or appointment to classified positions, and to unclassified positions where regulations have been or may hereafter be promulgated by the United States Civil Service Commission for filling such positions from registers of eligibles, shall be submitted upon the proper form of nomination furnished custodians by the Department and be delivered to the local civil-service secretary, who will forward the form to the district secretary for approval and transmittal to the Department. No action will be taken on nominations unless submitted upon the proper form and approved by the district secretary. Each nomination must be on a separate form.

(13) *Unclassified appointments at places where regulations have not been promulgated for filling such positions from registers.*—At places where regulations have not been promulgated by the United States Civil Service Commission for filling vacancies from registers of eligibles, any suitable person may be selected by the custodian for permanent appointment.

(14) *Form 221 to accompany nominations.*—All nominations forwarded to the Department for appointment to any position must, in each case, be accompanied by Form 221—Information as to the personnel—properly filled out in the handwriting of the nominee.

(15) *Two or more members of family in service.*—Whenever there are two or more members of a family in the public service, no other member of such family shall be eligible to appointment.

(16) *Intoxicating liquors.*—Persons habitually using narcotics, or intoxicating liquors to excess, shall not be appointed to nor retained in any office under the custodian.

(17) *Age limit of candidates.*—Candidates for selection and appointment to unclassified and temporary classified places not selected from register of eligibles must not be under 21 nor over 50 years of age, and must be of suitable physical condition and mentally qualified, the same as required by the rules and regulations of the civil service of the United States: *Provided*, That if otherwise duly quali-

fied, the limitation as to age shall not apply to persons who may have been honorably discharged from the military or naval service of the United States by reason of disability resulting from wounds or sickness incurred in the line of duty: *Provided also*, That the limitation as to age shall not apply to persons possessing qualifications of special value to the service, if their physical condition is satisfactory.

(18) *Assignment of persons to duty.*—Custodians are especially warned against assigning persons to duty who have not been regularly appointed by the Department, except in cases where immediate service is necessary in connection with the heating and hoisting apparatus or electric-light plants, and in such cases immediate nomination shall be made to the Department in the same manner as for any appointment.

(19) *Division of salary.*—A division of salary by employees with persons whose services are unauthorized by the Department is strictly forbidden, and will subject the offending employee to dismissal from the service. Voluntary service of all kind is prohibited and will not be allowed under any circumstances.

(20) *Incompetency.*—Any incompetency or inefficiency on the part of employees must be reported at once to the Department for its consideration and action, with proper recommendation in the premises.

(21) *Resignations.*—Resignations of employees must be in writing, and submitted by the custodian to the Department, together with a statement giving the cause of such resignation.

(22) *Removals from classified positions.*—No removal shall be made from the competitive classified positions except for just cause and for reasons given in writing; and the person sought to be removed must be given notice and be furnished a copy of such reasons, and be allowed three days in which to make answer thereto in writing. The charges and the answer shall be forwarded to the Secretary of the Treasury, with such recommendation for action as the custodian may desire to make. When necessary, for the good of the service, the accused may be suspended from duty pending action on the charges, such suspension from duty to be immediately reported to the Secretary of the Treasury for his approval.

(23) *Removals from unclassified positions.*—No removal shall be made from the unclassified positions except for such cause as, in the judgment of the head of the Department, will promote the efficiency of the service. The reasons for any removal shall be made of record in the office of the custodian under which the person is serving.

A list of civil-service districts will be found in the Appendix.

PAY ROLLS.

(24) *Monthy pay rolls and vouchers not to be made out until services have been rendered.*—Custodians and acting custodians must not certify to monthly pay rolls or vouchers until the services for which payment is to be made have been actually and fully rendered, except that in cases where the last day covered by such pay rolls or vouchers is Sunday or is a legal holiday they may be certified on the day preceding and forwarded for approval and payment. Pay rolls must be certified only on the last day of the month, and forwarded only at the end of each month, except in cases of separation from the service.

(25) *Payment less than provided by law.*—The payment to an employee of a sum less than is provided by law, or requiring him to receipt or give a voucher for an amount greater than actually paid to or received by him, is prohibited by law.

(26) *Pay rolls in duplicate.*—Pay rolls in duplicate should be made out on the form prescribed by the Department, Catalogue No. 114½A or No. 114½B. All rolls should be footed up and the total placed at the bottom of the roll, ruling out all blank lines between the names and the total. (For sample roll see Appendix, p. 49.)

(27) *Custodians to certify to pay rolls.*—Custodians must certify that the employment of the persons entered on the pay roll at the rate of compensation stated has been duly authorized by the Secretary of the Treasury, and that the services charged have been performed and were necessary to the proper transaction of the public business pertaining to the assistant custodian and janitor service in the buildings in their custody.

(28) *Only regular employees to be borne on pay rolls.*—Only the names of employees who are regularly appointed must be borne on the pay roll.

(29) *Oath of office.*—The oath of office must be administered on Form 26c, division of appointments, and must be taken before a justice of the peace, notary public, or a clerk of a court of record authorized to administer oaths generally.

(30) *Names stricken from roll.*—The names of persons whose oaths of office have not been forwarded to the Department, and the names of those employed without authority and not regularly appointed, will be stricken from the pay roll.

(31) *Names and signatures.*—The names of the employees should be written in the proper column on the pay roll in a distinct and legible manner; and in all cases the full name—the Christian and the surname—will be written in the appointment, and the name and signature to the oath of office and on the pay roll must correspond therewith. When the employee is unable to write he must sign by mark, and his signature must be witnessed.

DEATH OF AN EMPLOYEE.

(32) *Death of an employee leaving an estate requiring an administrator.*—In case of the death of an employee the Department must be notified of the date thereof at once. If the deceased employee leaves an estate rendering the appointment of an administrator necessary, the custodian will submit to the Department a pay roll in favor of the deceased, for the amount due up to and including the date of death, duly receipted by the administrator. Attached to said pay roll must be a certified copy of the letters of administration.

(33) *Death of an employee not leaving an estate requiring an administrator.*—As a matter of substantial justice and to avoid the costs of administration, it has been the long continued practice of the accounting officers of the Treasury Department to allow, in certain cases, without administration, subject, however, to the laws of distribution and descent of the domicile of the decedents, the payment of small amounts, not exceeding $200, due deceased persons, to those persons who are ultimately and legally entitled to receive the same.

No payment of this character, however, should be made except all material and relevant facts are shown by an affidavit or affidavits of credible persons having the requisite knowledge thereof.

Such affidavit or affidavits should recite so much of the following facts as may be pertinent, and as far as practicable in the order indicated:

1. The name and residence of the affiant.
2. The kinship or other relationship of the affiant with the decedent upon which knowledge of the facts is based.
3. The name of the decedent.
4. The fact and date of his death.
5. His legal domicile at the time of his death. This fact should be carefully stated, as it determines what laws of distribution and descent are to be applied to the estate. A mere temporary residence at a particular place does not fix it as a legal domicile. If there be any doubt as to the *legal* domicile, all pertinent facts should be given in detail.
6. The complete facts upon which the claim is based; as, for instance, the position lately occupied by the decedent and the rate of pay attached thereto; the amount of pay claimed to be due and the period of service upon which said claim is based.
7. A description of the estate of the decedent, including its assets and liabilities, describing the same, and its value as accurately as possible. If there be no other estate than that claimed as being due from the Government, it should be so stated. If the decedent left debts, it should be so stated, and they should be described.

8. That administration of the estate has neither been asked nor granted and that to the best of the knowledge and belief of the affiant no administration will be asked for.

9. The interest or interests of the claimant or claimants in the estate of the decedent and where possible a citation of the law upon which they depend to support their claim of interest. Where widows and minor children claim under State exemption laws they should state whether they have theretofore, or intend thereafter, to claim, under their exemption, other portions of the estate, and, if so, their value. Where claim is made for a debt due from the estate, including those of funeral expenses, and where such claims are preferred claims under the laws of the domicile of the decedent, the information called for by the following paragraph need not be given. Where widows from their own separate estate defray funeral expenses, they may, upon proper averment of such fact, accompanied by a receipted bill in their names for such payment, succeed to all but no greater than the rights of the funeral director or undertaker, and be reimbursed to the extent of the indebtedness of the United States.

10. If the laws of the domicile of the decedent make provision for distribution to relatives of a nearer degree than the claimant or claimants, or if the latter be entitled to but a distributive share, all pertinent facts of such relationships of the decedent must be accurately and fully set forth and the ages of such relatives given. If there be no relatives of a nearer or equal degree, under the laws of distribution and descent it should be shown in the affidavit.

The foregoing affidavit or affidavits must be forwarded to the Department and disbursing officers who, upon the presentation of these claims entertain any doubt whatsoever as to the person or persons to whom payment should be made, should forward all papers in the case to the Comptroller of the Treasury and request his advance decision.

(34) *Additional compensation not allowed.*—Claims for additional compensation on account of alleged extra service can not be allowed. Employees in the assistant custodian and janitor service are required to render service for such time each day as is necessary properly to perform the duties of the positions to which they were appointed, or for such hours at any time as the custodian may direct.

(35) *The fiscal year to be stated on pay roll.*—The fiscal year of the appropriation against which the amount covered by any pay roll is chargeable must be stated in the proper place at the top of the roll.

(36) *Incidental expenses.*—Incidental expenses, as authorized by the Department, such as washing towels, etc., should be submitted on

blank Catalogue No. 114. (See Appendix, p. 50.) The number of towels washed and the price charged per dozen must be stated in the voucher.

(37) *Compliance with provisions.*—A strict compliance with the provisions of Section VI will be required, and changes made other than in accordance therewith will not be approved.

SEC. VII. *Letters of recommendation.*—All officials of the Treasury Department are prohibited from giving letters of recommendation in relation to any article of manufacture or in behalf of any firm or corporation.

ENGINEERS, FIREMEN, JANITORS, AND OTHER EMPLOYEES.

SEC. VIII. (1) *Employees under control of custodians.*—All employees whose salaries are paid from the appropriation "Pay of assistant custodians and janitors" are under the exclusive direction of the custodians, who will be responsible to the Department for their efficiency.

(2) *Cleaning building.*—All parts of the building are to be kept neat and clean, and especial attention must be given to the toilet rooms and areas; dirt and dust must not be permitted to accumulate in the corners or under movable furniture, and such measures must be taken as may be necessary to protect the walls and woodwork from defacement and prevent the committing of nuisances about the buildings or grounds.

(3) *Cleaning carpet.*—Carpets should be taken up and cleaned once a year, and the labor incident to cleaning the several portions of the building, whitewashing, taking up and laying carpets, where practicable, and putting up and taking down awnings must be performed by the janitor or his assistants.

(4) *Economy in use of gas, light, water, etc.*—Janitors must be directed to give special attention to economy in the use of gas, electric light, and water, and promptly to extinguish all lights not absolutely required for the transaction of official business.

(5) *Extra expense for labor.*—Extra expenses for labor that should be performed by persons regularly employed must not be incurred except under the written authority of the Secretary of the Treasury, and special and exceptional authority will be granted only for reasons that are satisfactory to the Department.

(6) *Janitors not to do clerical or messenger work.*—Janitors or their assistants must not be permitted to act as clerks or messengers or to perform any service except as specifically provided for herein. A violation of this rule will subject the offending employee to dismissal from the service, and custodians are especially cautioned against allowing their employees to perform any duty that does not

exclusively belong to the care and cleaning of the buildings, grounds, and their appurtenances.

(7) *Inspection of heating apparatus.*—The engineer or fireman in charge of the heating apparatus must make a thorough inspection of so much of the apparatus as can be examined before the close of the heating season, and after the apparatus is shut down the examination is to be completed and a report in detail of the condition and repairs required shall be submitted to the Department, with estimates of the cost of putting it in order for the next heating season.

(8) *Instructions to engineers and firemen.*—A mounted copy of "Instructions to Engineers and Firemen" must be kept posted in a conspicuous place in the engine or fire room, and a mounted copy of "Instructions to Elevator Conductors" must be posted conspicuously in each elevator car, and custodians will require a strict observance of such instructions by engineers, firemen, and elevator conductors in charge, respectively, of the heating, lighting, and power plants and apparatus and elevators in public buildings.

LEAVES OF ABSENCE.

SEC. IX. (1) *Custodians authorized to grant leaves of absence.*—Custodians are authorized, upon the written application of persons who have been regularly employed for more than six months in the assistant custodian and janitor service, at an annual rate of compensation, to grant them leaves of absence, with pay, for a period (exclusive of Sundays and legal holidays) not exceeding fifteen days in the aggregate in any calendar year, with the understanding, however, that such absence shall be without additional expense to the Government and without detriment to the public service. Such leaves may be granted in one or more periods and must be reported to the Department upon the proper form at the end of each month.

(2) *Absence in excess of fifteen days.*—The Secretary of the Treasury may authorize the custodian to grant an additional leave of absence, under the same conditions as stated in paragraph 1, for a period of fifteen days each, but not to exceed a total of thirty days each in any calendar year, upon written application of a regular employee, approved and forwarded by the custodian to the Department.

(3) *Absence on account of sickness.*—Absence on account of sickness, not to exceed thirty days in any calendar year, with pay, may be allowed by the Secretary of the Treasury, at the expiration of such period of sickness, upon formal application, with satisfactory evidence of sickness and meritorious service, a physician's certificate, and the approving recommendation of the custodian. Sundays and legal holidays occurring within a period of absence on account of sickness will be charged. Such absence will not be granted in advance.

(4) *Payment of employees who have been absent from duty on account of sickness.*—The names of employees who have been absent from duty, on account of sickness or other disability, a part or the whole of any month should not be placed on the regular monthly pay roll except for the time they performed actual duty in that particular month, unless absence on account of sickness has been granted by the Department; and in case such absence on account of sickness be not granted until after the regular monthly pay roll has been forwarded to the Department, a supplemental pay roll covering such absence should be submitted: *Provided, however,* That if such absence be charged to employees on account of the fifteen days annual leave which custodians are authorized to grant, their names may be placed on the regular pay roll, in which event such leave must be reported to the Department on the proper form at the end of the month as a charge against the leave of fifteen days which custodians may grant.

(5) *Per diem employees not to be granted leaves of absence with pay.*—Employees who receive a per diem rate of compensation when actually employed will not be allowed any absence with pay, either on account of annual or sick leave.

(6) *Absence from duty of custodians.*—The Department does not require that custodians, as such, shall be granted leaves of absence from duty.

HEATING AND VENTILATING APPARATUS, ENGINES, PUMPS, AND ELEVATORS.

SEC. X. Whenever special information is required by the Department concerning the condition or operation of the heating, hoisting, or ventilating apparatus, or the power or lighting plants or appliances in public buildings, the custodian will cause the necessary statements or reports to be prepared by the engineer of the building or other technically qualified employee and forward same to the Department.

REPAIRS TO BUILDINGS AND THEIR APPURTENANCES.

SEC. XI. (1) The Department must be promptly notified whenever it is necessary to make any repairs to the buildings, furniture, fixtures, approaches, or fences. An estimate of the cost of the work (or, should an exigency exist for immediate performance of the same, competitive bids therefor, accompanied by the custodian's recommendation) must be forwarded to the Department.

(2) Where repairs or alterations of an extensive character are required, a full report thereof must be submitted, in order that an

inspector may, if it is deemed advisable by the Department, visit the building for the purpose of conferring as to the necessity therefor and preparing specifications in detail.

(3) As the sanitary condition of the building is of the utmost importance, a careful inspection of the plumbing must be made at least once a month, and if defects exist they must be reported to the Department without delay.

(4) Proposals for putting up or taking down storm doors, when such work can not be performed by the employees, must be submitted at the proper time.

(5) When proposals for repairs to roof are submitted, the material (slate, tin, copper, or other) of which the roof is composed should be stated; and for repairs to water-closets, the kind or make of closet should be specified.

(6) When proposals for replacing expensive plate glass are submitted, the Department must be informed how the breakage occurred.

ONLY CUSTODIANS TO INCUR INDEBTEDNESS.

SEC. XII. (1) Custodians must notify officials occupying rooms in the buildings that the Department will not be responsible for the payment of any indebtedness incurred by them involving the following-named appropriations:

Repairs and preservation of public buildings.
Heating apparatus for public buildings.
Vaults, safes, and locks for public buildings.
Furniture and repairs of same for public buildings.
Fuel, lights, and water for public buildings.
Pay of assistant custodians and janitors.
Pneumatic-tube system.

(2) In case a superintendent of repairs is stationed at a Government building or at a city in which there is more than one building, all alterations and repairs involving the first three appropriations named above will be made under his supervision, by direction of the Department, which will issue instructions for the execution of the work and mode of preparing vouchers in payment therefor. The custodian will be simultaneously advised of the instructions given the superintendent of repairs. The vouchers will be submitted through the custodian to the Department.

AUTHORITY MUST BE OBTAINED BEFORE INCURRING INDEBTEDNESS.

SEC. XIII. (1) Custodians must not incur any indebtedness involving the appropriations above named, except under the previous written authority of the Department, and indebtedness otherwise

incurred will not be approved nor paid, the custodian becoming personally responsible therefor; but in case of serious break in gas fixtures, electric-light plants, electric-light wiring and clocks, heating or hoisting apparatus, or locks to entrance doors, leaks in roofs, defects in plumbing, or damages of a serious character to the building requiring prompt action, custodians are authorized to cause the necessary repairs to be made without delay, and immediately report their action to the Department for approval, forwarding at the same time vouchers in duplicate for the expenses incurred, together with a letter of explanation of the necessity for the work, and should the amount involved be sufficient to justify it, a report of the same should be made to the Department immediately by telegraph, giving an approximate estimate of the cost.

(2) The requirements of the foregoing paragraph must be strictly observed, in order to avoid violation of section 3679, Revised Statutes United States. (See Appendix, p. 67.)

(3) When an amount authorized for any specific purpose proves to be insufficient, the Department should be advised thereof and further authority obtained before the extra expense is incurred.

ESTIMATES.

SEC. XIV. (1) Estimates for expenses payable from any one of the appropriations should be submitted in detail; each article, the quantity required, and the cost thereof to be stated specifically.

(2) Estimates including items payable from different appropriations will not receive consideration unless the Department directs that they be so submitted.

(3) Estimates and requests for authority to incur expense must be accompanied by statements showing the necessity therefor, and, if the service or articles are immediately required, the estimates or requests must be accompanied by competitive bids, with custodian's recommendation as to acceptance.

(4) Estimates, especially for repairs, must be as accurate as possible, and not mere guesses. If there is a doubt as to the amount involved, the approximate cost should be ascertained by inquiry of those familiar with the subject.

(5) Trucks, towels, toilet soap, and matches are furnished from the appropriation "Fuel, lights, and water for public buildings" for the use of the custodians' forces only. Similar supplies, when required by other officials, should be the subject of communications from such officials to the heads of their respective departments. Estimates and proposals for washing towels should include the supply for all the officials in the buildings.

SPECIFICATIONS.

SEC. XV. (1) Specifications for repairs or preservation of the heating or ventilating apparatus, buildings, or grounds should be carefully prepared whenever required, and should embrace the "general-conditions" sheet adopted by the Department, a supply of which can be had upon application to the Supervising Architect.

(2) Specifications must be explicit, in detail, and include all the work to be performed, and so arranged that each item of the work can be bid for separately should the Department so desire.

(3) Specifications should also state that the work must be performed in accordance with the drawings, if any; that all materials must be of the very best quality of their respective kinds (samples to be submitted with bids, if required); that the work must be performed in a first-class and workmanlike manner, and to the entire satisfaction of the custodians; that bidders must state the time in which they propose to complete the work; that the successful bidder will not be permitted to make any changes in the work or omit the execution of any portion thereof without authority from the Department, the amount to be allowed or deducted to be previously agreed upon. The bidders must, when required by the Department, guarantee their work for a specified and reasonable time. The Government reserves the right to reject any or all bids or parts of bids, and to waive defects, if it be deemed in its interest so to do. Bids must be submitted in sealed envelopes, addressed to the Supervising Architect, Treasury Department, Washington, D. C., and distinctly marked to indicate that they contain bids and the character of the work bid upon.

COMPETITIVE BIDS SHOULD BE OBTAINED.

SEC. XVI. A proposal from only one person is unsatisfactory to the Department. Competitive bids must be obtained for supplies, material or work required. When proposals are invited under advertisement, a sufficient number of persons engaged in the business should be notified by circular letter, to insure active competition.

PROPOSALS.

SEC. XVII. (1) Proposals must not include work or supplies payable from different appropriations.

(2) Articles or materials belonging to the Government can not be given or allowed in exchange or part payment for articles or services to be furnished. (See Sec. XXI.)

(3) Proposals must be in detail by items if the character of the work will permit.

(4) Proposals must state definite amounts, and not a price per foot, yard, etc. (except when it is required), and actual measurements shall be made by the bidders before submitting proposals.

(5) Copies of specifications and blank forms of proposals to be supplied to bidders must be identical in description of material or service required.

(6) When proposals are invited under advertisement, they must be opened at a specified hour on a specified day, in the presence of three Government officials and the bidders who shall be invited to be present. The same formality is to be observed when bids are invited by circular letter. Custodians will be held to a strict compliance with this requirement.

(7) Letters inviting bids must not restrict bidders to articles of special make, as it tends to prevent free competition.

(8) After the bids have been opened they must be scheduled and forwarded immediately to the Department, with a synopsis, all certified checks, and other papers, and a letter giving the custodian's views and recommendations. It is necessary that the standing of the lowest bidder be ascertained, and whether he has the requisite facilities for the proper execution of the work. If the lowest bidder is found to be irresponsible, the next lowest bid should then be considered. If all the bids are deemed excessive or unsatisfactory for any reason, they should be forwarded with a recommendation that they be rejected.

(9) Proposals must be in duplicate and the duplicate retained for the guidance and information of the custodian.

(10) Bidders will be held responsible for any mistakes occurring in their bids.

ADVERTISEMENTS AND CIRCULAR LETTERS.

SEC. XVIII. (1) The written authority of the Secretary of the Treasury must first be obtained before inserting advertisements in newspapers, as required by section 3828, Revised Statutes United States. (See Appendix, p. 67.)

(2) The following is a sample form of advertisement usually authorized, and of circular letter inviting proposals:

UNITED STATES COURT-HOUSE AND POST-OFFICE BUILDING,
New York, N. Y., May 3, 1900.

Sealed proposals will be received until 12 o'clock noon, Friday, May 11, 1900, for furnishing water, ice, miscellaneous supplies, washing towels, and sprinkling streets for this building during the fiscal year ending June 30, 190—, or such portion of the year as may be deemed advisable. The right to reject any and all bids is reserved by the Treasury Department.

JAMES BROWN, *Custodian.*

CONTRACTS OR AGREEMENTS WITH GOVERNMENT OFFICIALS, EMPLOYEES, OR MEMBERS OF CONGRESS PROHIBITED.

SEC. XIX. No official or employee of the Government shall be pecuniarily interested, directly or indirectly, in any contract or agreement for the performance of work or the furnishing of supplies payable from any appropriation under the control of the Treasury Department, nor shall any Member of or Delegate to Congress, "directly or indirectly, himself, or by any other person in trust for him, or for his use or benefit, or on his account, undertake, execute, hold, or enjoy, in whole or in part, any contract or agreement made or entered into in behalf of the United States, by any officer or person authorized to make contracts on behalf of the United States." (Sec. 1781, Rev. Stat., id. 3739. See Appendix, p. 69.)

LEASES.[a]

SEC. XX. (1) Leases for grounds, buildings, or rooms for Governmental purposes must not be made without previous authority from the Treasury Department, and no indebtedness must be incurred for such use without such authority.

(2) Application for authority to renew leases of rented buildings or rooms shall be made at least sixty days before date of expiration of existing leases, or at longer periods in advance if the stipulations for renewal so provide.

(3) Application for authority to lease or renew leases must be accompanied by—

A. A list of all rooms and buildings rented or leased in the customs district, showing the purposes and periods for which they are rented and the amount of rent paid, also location by number and street;

B. A statement showing the necessity for leasing the desired premises;

C. That said premises are suitable for the purpose for which they are proposed to be leased;

D. That the rent charged is the lowest at which suitable premises can be obtained; and

E. That the lessor can give a valid lease.

(4) Department letters authorizing the rental of grounds, buildings, or rooms, for certain periods, at specified rates, and naming the appropriation to which the expense is chargeable, will also state whether or not formal leases will be required.

(5) When a formal lease is required, the Department will furnish the requisite blank forms.

(6) Each lease should be executed in duplicate, both copies to be transmitted to the Department, and when approved the duplicate will be returned, with instructions as to payment of the rent.

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[a] For the information of custodians, who are also collectors or surveyors of customs.

(7) If the lease is executed by a person other than the owner of the property, or by an officer of a corporation for such corporation, duly authenticated evidence of the authority of the person or officer so executing must be attached to the lease.

(8) No disbursements on account of rent must be made until the lease has been approved, unless other and specific instructions have been given by the Department.

SALE OF OLD FURNITURE AND MATERIAL.

SEC. XXI. (1) No article of furniture or any material belonging to the Government can be given or allowed in exchange or part payment for any supplies or work.

(2) Department authority must first be obtained for the sale, at an appraised value to be ascertained, of articles and old material no longer required by the Government, and the net proceeds must be deposited with the United States assistant treasurer, or the nearest United States depositary, to the credit of the Treasurer of the United States on account of miscellaneous receipts derived from the sale of condemned property belonging to the Government. (See U. S. Stat. L., 1896; Appendix, p. 65.)

(3) Custodians must render an account of sales to the administrative office authorizing the sale, showing material or articles sold, the name of purchaser, the amount received, amount of expense of sale, with vouchers covering same; the amount deposited, with a description of the certificate of deposit, and the date, and office initials of Department letter authorizing the sale.

(4) The expenses of the sales, if any shall have been authorized and incurred, will be paid by the custodian from the proceeds arising therefrom, as provided by the act of 1896. (See Appendix, p. 65.)

(5) Moneys derived from—

Rent of Government property;
Rent of rooms in Government buildings;
Rent of space in Government buildings for telegraphic and other purposes, and
Pro rata charges for tapping Government sewers for private buildings,

will be deposited in a similar manner, the specific source of the income of revenue in each case to be stated.

FUEL.

SEC. XXII. Proposals for supplying fuel must include expenses incident of delivering and storing. The custodian will designate an employee of the building to inspect and weigh all fuel supplied; and vouchers for settlement must be accompanied by a certificate of the person so designated, indicating that the actual quantity of fuel covered thereby has been inspected and delivered.

FURNITURE.

SEC. XXIII. (1) Requisitions for desks and tables must state the length and width thereof, and for file cases the height and length must be given, with a sketch showing the interior fittings desired.

(2) Requisitions for articles of "special" furniture must be accompanied by illustrations giving exact dimensions.

(3) Before obtaining proposals for manufacturing new or repairing old furniture, each bidder must be supplied with a copy of the following:

GENERAL SPECIFICATIONS FOR FURNITURE.

All articles must be made in strict compliance with design, and details of construction and of the sizes marked thereon.

MATERIAL.

All material used must be of the very best quality of their respective kinds.

Lumber.—Must be well seasoned and thoroughly kiln dried, and free from sap, shakes, knots, and other imperfections.

Cloth.—For tops of desks and tables must be of the very best quality of cloth, or imitation leather. It must be glued over the entire surface of the top of the desk or table inside of rim and flush with top of same.

Marble.—For tops of washstands and water-cooler stands must be that known on the market as "Imperial Pink" Tennessee, highly polished.

Locks.—To be brass, three tumblers, cylinder, with flat steel keys; two keys to each lock, set flush with inside of door or drawer, and secured with screws.

Case-rod fastenings.—To be combined double-rod or bolt-and-lock fastenings, brass, with three-tumbler lock.

Hinges.—To be of heavy cast brass, unless otherwise shown or specified.

Casters.—To be of strong cast plate or stem of antifriction type. Those on chairs to be polished brass.

Samples of all hardware proposed to be used must be submitted to this office for approval.

Drawer pulls.—To be of wood, as shown on drawings, glued in place and screwed from inside of drawer, unless otherwise shown or specified.

CONSTRUCTION.

Interior woodwork of furniture.—All divisions one-half inch or less in thickness, and the lipping of shelves and divisions more than one-half inch thick, to be of hard wood named in the blank proposal.

Backs of wardrobes, files, and other cases, washstands, etc.—To be of white pine or selected poplar, paneled flush on the inside, and mortised and tenoned framing.

Drawer sides and backs.—To be of hard wood, bottoms of poplar or white pine, guide rails and strips of ash or oak.

Drawer stops.—Must be placed at back of drawers.

Framing, casing, etc.—For interior to be of yellow poplar, unless otherwise specified.

Panels.—Ten inches or less in width, must be solid; that is, in one piece; and in gluing up wider ones great care must be exercised in matching the wood, both as to color and grain.

Shelves and division pieces.—One-half inch or less in thickness, must be solid hard wood, and all others lipped or faced with hard wood.

Framing.—Must be by mortise and tenon or dovetail; tenons to be not less than 1½ inches long where possible, and not less in thickness than one-third of the material.

Dovetailing.—If done by machinery must show no apertures in the inner angle.

Moldings.—Must be true to detailed profile, clean and neatly mitered.

Carving.—Must be done in an artistic manner, the cutting left clean and sharp.

Fastenings.—All doors and drawers to have locks; doors in pairs must be rabbeted together at center, and those 4 feet or more in height to have case-rod fastenings; less than 4 feet in height, elbow catches at either bottom or top, as will be most convenient for use, and locks, unless otherwise specified; doors 5 feet or more in height to have three hinges each.

Adjustable shelves.—To be supported with polished cast-brass shelf pins, unless otherwise shown or specified.

Finish of all articles.—In the natural wood unless otherwise specified. Stain all white-pine backs on the exterior in imitation of the hard-wood fronts, and cover with two coats of varnish or shellac; oak to be finished "golden oak."

Interiors.—Of all articles, including drawers and large pigeonholes in cases, etc., to have two coats shellac or hard-oil finish.

Exteriors.—To be carefully prepared by sandpapering and filling with a suitable wood filler, and finished with one coat of shellac and two coats of hard-oil finish or rubbing varnish, and rubbed with pulverized pumice stone or tripoli and oil.

SPECIFICATIONS FOR REPAIRS.

The best quality of material must be used.

The work must be done in a thoroughly workmanlike manner.

The contractor must furnish all labor and material necessary to perform the work.

Where locks are broken or missing they must be replaced by new ones, equal to those originally on the article of furniture.

Where keys are missing they must be supplied in duplicate.

All open joints must be drawn together and thoroughly secured, or on flat surfaces filled by veneer or dutchman.

Broken drawer stops must be replaced.

Missing veneer must be replaced.

Drawer pulls when missing must be replaced by bronze ones.

The hard-wood rims, including molded edge, of all desks, which are bruised, must be scraped, dressed down, and refinished; other portions not showing the wood can be sandpapered and finished with one coat of varnish rubbed down.

All bases must be scraped and refinished.

Where varnish is so worn as to show the wood, the surface must be scraped, refilled, and refinished.

All desk tops, where re-covering is called for, must be covered with pantasote, No. 75 or equal; this must be glued over the entire surface, and, if the paneling has opened, the tops must be repaired before being covered.

Lounges and sofas must be covered with best leather, or imitation leather, as called for, similar in color with present covering. Hair, at present in upholstered articles, must be put back, and new long curled hair added where necessary.

In repairing and refinishing, care must be taken to keep all edges sharp.

Finish after filling must consist of one coat of shellac rubbed to a smooth surface, and two coats of hard-oil finish, rubbed between coats and finished with pulverized pumice stone in oil.

CARPETS.

SEC. XXIV. Requisitions for new carpets must be accompanied by diagrams of the floors, showing all projections (such as radiators, fireplaces, pilasters, and file cases not movable), giving exact measurements, and the date of the purchase of the carpet which is to be replaced. Carpets are forwarded from the Treasury Building Washington, D. C. Carpets with borders, in the form of rugs, leaving a space about 26 inches wide from the walls around the rooms, are supplied for public buildings under the control of this Department. In old buildings, about 36 inches of the floor surface around the rooms will be stained and varnished, and in new buildings the entire floors of the rooms to be carpeted will be finished in hard oil.

SAFES AND LOCKS.

SEC. XXV. (1) In making requisitions for safes, the following information should be given to the Department:

For whose official use intended.

For what particular purpose required, whether for the safekeeping of books and papers, or money, or both.

The kind of safe required—fireproof, fire and burglar proof, fireproof with burglar chest, or burglar proof throughout.

In deciding the question, the character of the building in which the safe is to be located, whether fireproof or not, should be taken into consideration.

(2) A rough sketch must be submitted with the requisition, giving the inside measurement, height, width, and depth of the smallest safe that will meet the requirements of the service, and showing the desired arrangement of interior fittings.

(3) The cost of safes and locks, with freight and labor incident to placing the same in position in Government buildings, is payable from the appropriation "Vaults, safes, and locks, for public buildings."

(4) For information in regard to changing combination of locks on safes, reasons why locks get out of order, etc., see Appendix, page 44.

VOUCHERS.

SEC. XXVI. (1) Referring to improper or fraudulent vouchers, see section 5438, Revised Statutes, Appendix, page 68.

(2) Custodians will prepare and transmit to this Department for payment, on blanks furnished for the purpose, vouchers properly

receipted and certified, for all expenditures authorized, charging them to the appropriation specified in the letter of authorization, which must be referred to by date on the face of the voucher.

(3) Each voucher for coal must be accompanied by a certificate of inspection signed by an employee of the building, who shall have been designated by the custodian to inspect and weigh all coal supplies. Certificate required will be found printed on back of vouchers.

(4) If the person or persons in whose favor the voucher is made are unable to write, the receipt should be signed by mark, attested by the written signature of a witness.

(5) Vouchers for gas, ice, removal of ashes and rubbish, electric light, and water must state the period during which the articles or services were supplied and be forwarded to the Department immediately after the first of the month in which they are payable. Gas, electric (light and motor), and water companies should state on the vouchers the readings of the meters at the commencement and close of the time covered by the vouchers, and hereafter gas, electric light, motor, and water bills will not be required as subvouchers. See sample vouchers on pages 52 to 54.

(6) Vouchers must be prepared in the name of the person, firm, company, or corporation rendering the service or furnishing the article for which payment is to be made. The date the services were rendered or articles furnished must be stated on the margin of the vouchers.

(7) If the payee be a firm the receipt should be in the usual firm signature, "by ———, a member of the firm," see page 50; if an incorporated or unincorporated company, the receipt should be in the company name, followed by the autograph signature of the officer, with his title, authorized to receive and receipt for the payment.

(8) The labor and material supplied, and the rates charged therefor per unit of quantity, should be given, unless the work has been performed under verbal or written agreement, in which case that fact shall be stated on the face of the voucher, and the original agreement, if in writing, attached thereto.

(9) Vouchers shall be filled out and receipted in black ink and forwarded to the Department as soon as possible after the indebtedness has been incurred, and within the proper fiscal year, or as soon thereafter as may be practicable.

(10) The appropriations referred to herein are so-called annual or fiscal year appropriations, made for the service of given fiscal years beginning July 1 of one year and ending June 30 of the following year.

(11) Each voucher must be drawn against a single specifically named appropriation, and indebtedness incurred in different fiscal

years must not be included in the same voucher. When service or materials have been supplied under contract the indebtedness is payable from the appropriation for the fiscal year in which the contract was made, unless the contract shows that the service or supplies were contracted for in anticipation of the requirements of the following fiscal year, in which event they are payable from the appropriations made for the service of the latter fiscal year.

(12) Unless other directions are specifically given by the Department in a particular case, custodians must understand when authorized by the Department to incur expenditures payable from annual appropriations that their written acceptance of proposals in such cases must be made and work actually commenced or materials actually delivered in whole or in part within that fiscal year. If prevented in any case from carrying these directions into effect they will report the facts to the Department and await further instructions before proceeding with the work or purchasing the material.

(13) Vouchers must not include work or supplies for more than one building in case several buildings are in charge of one custodian.

(14) Sample vouchers for guidance will be found on pages 50 to 64.

(15) For information as to the preparation of pay rolls or vouchers in payment for personal services on account of the appropriation for pay of assistant custodians and janitors, see page 50.

(16) Vouchers must be complete in themselves, if possible, and not require subvouchers in explanation, except as hereinbefore stated. (See par. 5.)

(17) Vouchers must not be made in the name of the custodian, except in cases where it is unavoidable, and then subvouchers, properly receipted, must be attached thereto.

(18) In making payments on vouchers for expenditures chargeable to any of the appropriations mentioned herein the Department relies upon the certificates of custodians. Attention is therefore particularly directed to the forms of certificates (see p. 50) on vouchers, and before signing such certificates custodians must satisfy themselves of the facts stated therein by a personal examination, supplemented, in case the subject-matter requires it, by the inspection of some subordinate best qualified technically for the purpose, who shall be required to place his autograph initials on the voucher near the signature of the custodian.

(19) Only the amount (in writing and in figures) must be filled in the blank form of receipt at the foot of the voucher. The date must be left blank, as also the space intended for the name of the disbursing clerk (if not printed therein).

REPAIRS AND PRESERVATION.

SEC. XXVII. The following items are properly chargeable to the appropriation, "Repairs and preservation of public buildings:"

Labor and material required for repairs to and painting of public buildings and quarantine stations under the control of the Treasury Department.

Benches, tools, and materials for the use of carpenters in repairing building.

Directory boards and bulletin boards.

Electric bells and wiring, when the same are permanent fixtures for general use throughout the building, or for use of custodians and their subordinates.

Hose, racks for same, and extinguishers for use in case of fire.

Flag poles.

Gas pipes and fittings, for extension or repairs thereto, in walls or beneath floors.

Painting ventilating and elevator shafts.

Plumbing fixtures.

Permanent wood partitions, with all permanent fixtures in connection with public buildings not otherwise provided for.

Repairs to approaches and drains.

Repairs to tower clocks.

Smokestacks.

Speaking tubes, for use of custodian or for general use throughout the building.

Storm doors, putting up, taking down, and repairing same, where the work can not be performed by the employees of the building.

Telephone, when deemed essential by the Department, for the use of the custodian's business only.

Wickets for post-office screens.

Whitewashing material, including brushes.

Warning signs.

Water pipes, waste and drain pipes.

HEATING, HOISTING, AND VENTILATING APPARATUS.

SEC. XXVIII. The following items are properly chargeable to the appropriation, "Heating apparatus for public buildings:"

Labor and material entering into the construction of heating, hoisting, and ventilating apparatus, and repairs to same, including tools required for such repairs, and also packing, gauges, gauge glasses, gaskets, etc., for heating and hoisting plants.

Removing soot and cleaning flues where work can not be performed by the employees of the building.

Repairs to smokestacks.

Electric bells, annunciators, and wiring, batteries, and chemicals for same in connection with elevators.

VAULTS, SAFES, AND LOCKS.

SEC. XXIX. The following items are properly chargeable to the appropriation, "Vaults, safes, and locks for public buildings:"

Vaults and safes, and locks therefor, and repairs to same, required for public buildings under the control of the Treasury Department, including post-office

lock boxes, letter and package drops, and drawers, with keys therefor, and the interior fittings of vaults and safes, either wood or iron, when the same are of a permanent character, and moving safes.

Changing combinations of locks.

Cleaning locks.

FURNITURE AND REPAIRS OF SAME.

SEC. XXX. The following items are properly chargeable to the appropriation, "Furniture and repairs of same for public buildings:"

Awnings, fixtures, and repairs thereto.

Bookcases, bag racks, book racks (movable).

Chairs, counters, and screens; carpets and repairs thereto, including expenses of laying and cleaning; carpet lining, rugs, linoleum, oilcloth, mats, matting, and zinc attachments.

Desks.

Expense of transferring furniture, exclusive of records and documents, from rented to owned buildings.

Electric bells and wiring for the use of custodians and their subordinates.

File cases, fire screens, file boxes.

Gas fixtures and repairs to same.

Judges' desks and platforms, jury platforms.

Lounges, letter-press stands, labor employed and material used in the construction of furniture or shelving, lumber, cloth, oil paint, varnish, locks, leather, bolts, screws, tacks, casters, coat and hat hooks, rod fastenings, drawer pulls, chair spindles and screws, perforated seats and backs necessary for repairs to furniture.

Map canopies, spring rollers for maps, mailing tables, and mirrors.

Prescription cases, pigeonhole cases, pouch racks.

Railings of wood or wire.

Screens of wood or wire, or both, not to exceed 8 feet in height, stamping tables, stamp cases, stepladders, spittoons, cuspidors, stools, settees, sofas.

Tables, toilet sets.

Water coolers, water-cooler stands, wardrobes, washstands (movable), window shades and fixtures.

FUEL, LIGHTS, AND WATER.

SEC. XXXI. The following items are properly chargeable to the appropriation "Fuel, lights, and water for public buildings:"

Alcohol, acids, axes.

Brooms, buckets, brushes (not including those for whitewashing), brads, bolts, belting, benzine, baskets as receptacles for waste paper and for use of custodians' forces only.

Cleaning cesspools; coal hods, chisels, cans, candles, chamois skins, crash, cotton, carpet stretchers.

Dustpans, dusters, disinfectants.

Electric current for post-office canceling machines.

Electric-light wiring.

Emery.

Freight and cartage on stationery.

Fuel, flue cleaners, fire tools, feather dusters, files.

Flags (national only).

Gaskets (in connection with electric-light plant), gas meters, goblets.
Halyards.
Hammers, hose (for garden and cleaning purposes), hose reels, hose carts.
Hauling ashes.
Ice, ice picks.
Knives for cleaning purposes.
Light (gas and electric), lanterns, lamps, leather, lime.
Mops, mopping, matches (for custodian's force only).
Oils for machinery, oil feeders.
Packing, gauges, etc., for electric-light plants, pails, pumice, pokers, pitchers.
Scrubbing soap, sapolio, saws, sponges, screw-drivers, scrapers, screws, shovels, salt, sawdust, soda, sand, scythes, hoes, rakes, lawn mowers, watering pots.
Step ladders for custodian's force.
Thermometers.
Toilet paper and fixtures.
Tools, appliances, and materials for care or operation of heating, ventilating, lighting, and hoisting apparatus, exclusive of repairs to same.
Trucks, towels, and toilet soap for the use of custodian's force only.
Tubing, drop lights, globes, chimneys, shades and gas torches, gas pipe and fittings, including those running up from floor to light desks and other furniture, exclusive of pipe and fittings incident to repairs thereto in walls and beneath floors.
Wastebaskets for use of janitor in collecting waste paper.
Water meters.

PAY OF ASSISTANT CUSTODIANS AND JANITORS.

SEC. XXXII. The following items are properly chargeable to the appropriation "Pay of assistant custodians and janitors:"

Pay of assistant custodians, engineers, firemen, laborers, watchmen, pump men, charwomen, dynamo tenders, lampists, and other employees whose services are in connection with the care and cleaning of the building and the care of the electric-light, heating, and hoisting plants, and furniture.

For the salaries of the above-named employees the custodian must submit monthly pay rolls in duplicate (see Sec. VI, par. 13), blanks for which will be furnished by the Department on requisition. A sample pay roll will be found on page 49.

When special authority is given by the Department for the employment of personal services for the purpose of cleaning off snow and ice, sprinkling streets, removing rubbish, or washing towels, compensation therefor will also be made from this appropriation.

For the payment of these expenses vouchers must be submitted in duplicate on special blanks, which will be furnished by the Department on requisition. A sample voucher will be found on page 50.

It will be particularly observed that the cost of—

Removing rubbish;
Cleaning off snow and ice;
Sprinkling streets and washing towels,

when done as personal services is payable from the appropriation for "Pay of assistant custodians and janitors," and not from the appro-

priation for "Fuel, lights, and water for public buildings." Should vouchers be forwarded for these items stated on the wrong form, they will be returned without approval.

EXPENSES OF COLLECTING THE REVENUE FROM CUSTOMS.

SEC. XXXIII. This appropriation is chargeable with the cost of all work and supplies referred to in the preceding appropriations when furnished for buildings or rooms rented, or for Government buildings located on grounds not the property of the United States, used by the customs service. Also for—

Call bells and wiring for exclusive use of customs officials;
Rent of offices or buildings for customs purposes;
Revenue flags for custom-houses;
Telephones for the use of the customs service;
Telephone service for other officials must be the subject of communication from said officials to the heads of their respective departments.

OFFICIAL LETTERS TO BE PROPERLY ADDRESSED.

SEC. XXXIV. (*a*) Communications relating to the following-named appropriations or subjects must be addressed to the Secretary of the Treasury, Supervising Architect's Office:

Repairs and preservation of public buildings;
Heating apparatus for public buildings;
Vaults, safes, and locks for public buildings;
Assigning rooms and space in Government buildings;
Encroachment or trespasses upon Federal building sites by owners of adjacent property and others;
Licenses or permits to use public buildings or grounds;
Renting space in Government buildings for telegraphic and other purposes;
Renting unused Government property;
Renting rooms in Government buildings;
Sale of old materials originally purchased from the above-named appropriations;
Sale of old and condemned safes;
Tapping Government sewers for private buildings;
Taxes or assessments levied or imposed against public building sites etc.

(*b*) Communications relating to the following appropriations or subjects must be addressed to the Secretary of the Treasury, Office of the Chief Clerk:

Furniture and repairs of same for public buildings;
Fuel, lights, and water for public buildings;
Pay of assistant custodians and janitors;
Pneumatic-tube systems;
Sale of articles originally purchased from any of the above-named appropriations;
Returns of furniture and fixtures;
Selling or dropping from returns of furniture (except safes).

(*c*) Communications relating to the following appropriations or subjects must be addressed to the Secretary of the Treasury, Division of Appointments:

Expenses of collecting the revenue from customs;
Leasing of buildings or offices for customs service.

STATIONERY, BLANK FORMS, AND BLANK BOOKS.

SEC. XXXV. Blank forms of requisitions for stationery and blank paper will be supplied, on requisition, by the Department.

SEPARATE COMMUNICATIONS REQUIRED.

SEC. XXXVI. (1) Communications addressed to the Department must not include items of expense payable from different appropriations in charge of different Treasury officials, as indicated in Section XXXIV, or involving expenses for different fiscal years.

(2) Each communication should relate to only one appropriation or one subject.

(3) Communications must be written on custodian's letterhead paper, which will be supplied, on requisition, by the Department.

LETTERS TO BE ANSWERED WITHOUT DELAY.

SEC. XXXVII. (1) Every Department letter requiring a reply must be answered without unnecessary delay; but if action can not be taken in due course the receipt should be acknowledged at once and the reasons stated for delay and probable date when a reply will be forwarded.

(2) In replying to letters from the Department reference should be made to the bureau, office, or division in which the same was prepared, as indicated in the upper left-hand corner of such letter.

(3) The receipt of checks or of the proceeds thereof deposited by contractors or bidders should be promptly acknowledged. No acknowledgment of the receipt of other checks is required.

(4) Vouchers for expenditures previously authorized, returns required by paragraphs 2 and 11, Section XLVI, and estimates for annual supplies, need not be accompanied by letters of transmittal.

OFFICIAL LETTERS TO BE BRIEFED.

SEC. XXXVIII. All official letters to the Department should be indorsed on the first fold with the official designation of the building, name of place where located, date, name and title of writer, and synopsis of contents, an inch space to be left blank at the top of the first fold for the imprint of the Department stamp recording the date of receipt and the number of inclosures to be noted at the bottom.

POSTING ADVERTISEMENTS PROHIBITED.

SEC. XXXIX. The custodians will not permit advertisements or notices of any character (excepting those relating to Government business) to be posted in or about United States buildings, and those relating to Government business must only be displayed upon bulletin boards which are supplied by the Department. Nor must clocks used for advertising purposes be installed in corridors or rooms. Billboards will not be allowed on the premises.

ROOMS MUST BE USED FOR OFFICIAL PURPOSES ONLY.

SEC. XL. The use of rooms as sleeping apartments is prohibited, except for route agents of the Railway Mail Service where it is deemed by the Post-Office Department to be absolutely necessary and is requested by the Postmaster-General and authorized by the Secretary of the Treasury.

ROOMS MUST NOT BE USED FOR UNOFFICIAL PURPOSES.

SEC. XLI. (1) The Department will not permit stands for the sale of pies, cakes, candy, mineral waters, cigars, newspapers, or merchandise of any character, or for any trade or avocation, to be placed in rooms, corridors, or lobbies, or on sidewalks or grounds of Government buildings; nor will it permit desks, desk room, or space therein to be used for the transaction of private business.

(2) The Secretary of the Treasury is not authorized to permit United States buildings to be occupied for other than governmental purposes, except in cases where the necessity of the public service would be subserved thereby, and custodians are especially cautioned against permitting buildings to be used for other purposes without specific authority therefor from the Department. Should it be determined that a public telephone or telegraph station in a United States building would tend to facilitate the transaction of the business of the Government, such occupancy will, at the discretion of the Secretary of the Treasury, be authorized for such period and upon such terms as he may direct. Custodians, in submitting applications to the Department from telephone or telegraph companies to occupy space in United States buildings, must inform the Department fully as to the manner in which such occupancy would be of benefit to the public service; the floor space required; its location and the rental, if any, to be paid, and without regard to individual interests make recommendation as to the advisability of granting the request.

(3) The Department will not approve any application unless it is clearly established that such action will be advantageous to the Government in the transaction of its business.

NOT TO INTRODUCE ARTICLES FOR EXPERIMENTAL PURPOSES.

SEC. XLII. The introduction into public buildings, for experimental purposes, of any article or appliance without previous authority of the Department, is absolutely prohibited.

ASSIGNMENT OF ROOMS.

SEC. XLIII. (1) Assignment of rooms in the building must not be made without special authority from this Department.

(2) As soon as a room is vacated the Department should be immediately notified thereof.

(3) After original assignment of rooms has been approved, additional assignments to coordinate Departments of the Government will only be made at the request of the head of such Department.

ASSIGNMENT PLANS.

SEC. XLIV. Whenever required, the custodian will forward to the supervising architect of this Department diagrams with measurements of the grounds, cellar, subbasement, and basement, as the case may be, of the building or buildings in his custody, giving points of the compass and the names of the adjoining streets, and showing the location of the heating apparatus, elevators, and pumps; also of the several floors, including the attic, indicating for what purpose they are used, and locating the position of the safes, vaults, stoves, fireplaces with grates, fireplaces without grates, storm doors, and telegraph offices, if any. If the rooms are numbered they will be so designated, in addition to the official title of the occupants. These diagrams must be prepared on suitable paper, 15½ inches from top to bottom, by 12½ inches in width, leaving a sufficient margin thereon upon the left-hand side to allow for binding. They need not be elaborate or scale drawings, which are preferred, but should be acceptable in appearance, and mailed on common wood rollers to prevent injury in transmission.

POST-OFFICE LOCK BOXES, DUPLICATE KEYS, REPAIRS, ETC.

SEC. XLV. The Treasury Department furnishes lock boxes and drawers and letter and package drops for post-offices located in public buildings under its control, and makes repairs to same when necessary.

Each box or drawer is supplied with a quota of keys, and under an agreement the cost of replacing any lost keys of the original complement, or any additional keys, will be borne by the Post-Office Department.

No consideration in the future will be given by this Department to requests for the purchase of keys to replace such as have been lost, or for keys additional to the original complement.

Keys must be purchased from the manufacturer of the locks and not from local locksmiths.

All expenses incident to the repair of boxes, drawers, letter or package drops; their change of location; their renewal or the supply of additional ones; the furnishing of glass fronts for boxes or drawers, etc., are payable from the appropriation for " Vaults, safes, and locks for public buildings."

RECORD AND RETURN OF PUBLIC PROPERTY.

SEC. XLVI. (1) A complete record in detail of all public property purchased from the appropriation " Furniture and repairs of same for public buildings," including furniture transferred from rented buildings, must be kept by custodians in proper form for reference, specifying the office or room and story of the building in which the articles are located, together with their cost, date of authority for purchase, and condition as shown by the custodian's receipt to his predecessor, or his latest inventory. All authorizations to purchase, transfer, sell, drop, or otherwise dispose of articles should be entered upon this record. Blank record books required by this paragraph will be supplied on application to the Department.

(2) For the purpose of complying with the requirements of section 197, Revised Statutes (see Appendix, p. 68), returns of furniture and fixtures and other property purchased from the appropriation named must be rendered by custodians to the Secretary of the Treasury (chief clerk) semiannually, on the 30th of June and 31st of December, and will embrace only such articles as have been acquired, transferred, dropped, sold, or otherwise disposed of during the period covered by the returns submitted. Blanks for these returns (Form No. 171 A and its continuation sheet No. 171 B), will be supplied on application to the Department. For sample of return see page 47.

(3) The returns must specify the office, room, and story of the building in which the articles are or were located, and the number and description of the articles, care being taken to give the date of authority to purchase, sell, drop, or transfer, and the cost of the articles.

(4) Articles must not be entered upon the records of the office, nor included in the semiannual returns, until they have been received, whatever the date of authority for their purchase, but when received this date should be entered in its proper column, and under the head of " Remarks " the date of their receipt.

(5) Furniture and fixtures embrace carpets, matting, rugs, and mats; window curtains, shades, and awnings; spittoons and cuspidors,

water coolers, platforms, screens, counters, railings, gates, and other furniture unenumerated herein.

(6) No articles of furniture or fixtures must be transferred from one office or room to another without previous authority from the Department.

(7) All items should be continued upon the records of the office until authority has been obtained from the Department to drop them.

(8) Where articles are sent from the Department, the date of the letter of transmittal should be given in the column "Date of authority for purchase."

(9) In requesting authority to make transfers, sell, or drop articles, the items must be designated as they are entered upon the records.

(10) When old articles of furniture are converted into other articles, the old articles should, after authority has been obtained, be dropped from the record, and the new articles entered thereon under the date of the authority to make such change.

(11) On retiring from office the custodian will forward to the Department the receipt, in detail, of his successor for all property transferred to him, which will be compared, and must agree, with the record as kept at the Department. Blanks for this receipt (Form No. 171 C) will be supplied on application to the Department.

(12) Semiannual returns required by paragraph 2, and receipts required by paragraph 11, must be folded, each sheet separately, not rolled and not attached to each other.

Section 1780, Revised Statutes United States, provides as follows:

Every officer who neglects or refuses to make any return or report which he is required to make at stated time by any act of Congress or regulation of the Department of the Treasury, other than his accounts, within the time prescribed by such act or regulation, shall be fined not more than one thousand dollars and not less than one hundred.

FLAGS.

SEC. XLVII. The flag of the United States shall be hoisted over all public buildings under the control of the Treasury Department during the hours of business, except when stormy weather prevents its display.

The revenue flag must be displayed over custom-houses as required by article No. 1208, General Regulations, under the customs and navigation laws.

Flags will be supplied by the Department as follows: National ensigns through the office of the chief clerk and superintendent; revenue flags through the appointment division.

The national ensign will be displayed at half-mast on Memorial Day, May 30, on all public buildings under the control of the Treasury Department, and at such times and on such buildings as may at any time be directed by Executive order.

DECORATING AND DRAPING PUBLIC BUILDINGS.

SEC. XLVIII. (1) There is no appropriation under the control of the Treasury Department which can be legally used to meet expenses incident to decorating public buildings.

(2) Draping public buildings is prohibited by law, which provides that hereafter no building owned or used for public purposes by the Government of the United States shall be draped in mourning, and no part of the public funds shall be used for such purposes. (U. S. Stat., vol. 27, p. 715, sec. 3.)

LETTERS AND RECORDS THE PROPERTY OF THE UNITED STATES.

SEC. XLIX. All letters received, copies of letters sent, papers, vouchers, books, etc., relating to the business affairs of the custodian, of which a complete record should be kept, are the property of the United States, and must be turned over to his successor in office. (See sec. 5403, Rev. Stat.)

POST-OFFICE CANCELING MACHINES.

SEC. L. The expense for electric current for the operation of post-office canceling machines is chargeable to the appropriation "Fuel, lights, and water for public buildings." The expense for repairs to machines and motors, and supplies therefor, is a matter to be presented by the postmaster to the Postmaster-General.

CHANGES IN ELECTRIC WIRING OR GAS PIPING.

SEC. LI. Changes in electric wiring or gas piping, or extensions thereto, with or without expense, must not be made unless previously authorized by the Department.

L. M. Shaw

Secretary.

TREASURY DEPARTMENT,
Washington, D. C., December 23, 1905.

APPENDIX.

APPENDIX.

CIRCULARS, FORMS OF VOUCHERS, PAY ROLLS, ETC.

INSTRUCTIONS TO ENGINEERS, FIREMEN, ELEVATOR CONDUCTORS, AND JANITORS OF PUBLIC BUILDINGS.

TREASURY DEPARTMENT,
Washington, D. C., ——— —, ——.

The following instructions are issued for the guidance of engineers and firemen in charge of the heating apparatus in public buildings under the control of this Department:

ENGINEERS.

Chief engineers will be held responsible for the condition and operation of the hoisting, heating, lighting, and power plants under their charge. They shall, under the direction of the custodian, divide the employees in their departments into equal, regular watches (when practicable), and assign cleaning stations to each employee.

They shall keep a daily account of all supplies, including coal, received and consumed, together with an hourly record of the steam pressure, coal consumed, and load of the electric-light plant, should there be one in the building.

They shall report to the custodian the absence of any employee in their departments, and make such temporary assignment of additional duty among the remainder as shall prevent the suspension of operation of any part of the plants under their charge.

They shall make, or cause to be made by the employees of their departments, whenever practicable, all minor repairs, such as grinding valves, packing glands and joints, refitting and rebabbitting journals, and, in buildings having electric-light systems, removal of ground and short circuits from electric wires, repairs to electric-lighting service, such as dynamao brushes, lamp sockets, and minor extensions of the wiring.

They shall cause all oil collected from bearings or drip pans to be filtered and reused until unserviceable, and exercise strict economy in the use of all stores provided.

They shall preserve discipline among their subordinates, reporting to the custodian any infraction of the regulations of this Department or those issued by the custodian.

They shall submit to the custodian for his approval all watch bills and regulations desired by them for the direction of the employees in their departments.

Assistant engineers shall perform such duties as may be assigned them by the chief engineer.

PLUMBING.

Plumbing fixtures must be cleaned at least once in two weeks by means of a soft cloth saturated with gasoline, and then scrubbed with soap and water.

The toilet rooms must be kept scrupulously clean and woodwork rubbed bright. The flush tanks of fixtures must be kept free of mud, etc., which may be deposited by the water contained therein.

Frequent inspection must be made of fixtures which are used infrequently, in order to ascertain that the traps are filled with water. Metal trays of fixtures are to be cleaned, as required, by pouring potash into them and letting it remain over night; traps are then to be thoroughly flushed with clean water.

Waste and soil pipes giving evidence of decreased capacity must be flushed with a hot solution of common washing soda, copperas, or potash. All nickel-plated work must be kept clean and bright by cleaning same with a soft cloth saturated with gasoline and then rubbing with "whiting powder."

All polished brass work must be kept clean and bright by the use of gasoline and putz pomade, or other first-class burnishing material applied with a soft cloth.

Frequent inspections must be made to ascertain the presence of leaks in flushing tanks, faucets, etc., and said leaks must be immediately stopped.

No refuse except feces, urine, toilet paper, and cuspidor collections shall be deposited in any plumbing fixture.

The janitor must make every effort consistent with good results to reduce the consumption of water and gas to a minimum.

STEAM HEATING AND VENTILATING APPARATUS.

The tubes of horizontal tubular boilers must be cleaned at least three times each week of the heating season.

The shell and heads of horizontal tubular boilers must be cleaned at least once per month.

Portable cast-iron and steel boilers are to have smoke passage cleaned at least once per week.

Ashes must not be allowed to accumulate in ash pit sufficiently to endanger grates, and should be removed at least twice per day.

The bridge wall and inverted arch under boiler must be kept free of ashes and débris.

The fresh-air chambers, fresh-air supply ducts, the indirect radiator chambers, and indirect radiators must be kept clean.

All the trenches in which return pipes of heating apparatus are run must be kept clear of rubbish and débris, and care exercised to insure pipes standing clear of said rubbish.

The engineer or fireman must instruct the occupants of the various apartments how to operate the valves on direct radiators.

When any radiator heats imperfectly the presence of air is the probable cause, and same should be allowed to escape by opening air valve of radiator.

Economy in the consumption of coal is greatly to be desired, and any waste will subject the person in charge to censure.

The proper water line in a horizontal tubular low-pressure steam boiler is 4½ inches above the top row of tubes.

The safety valve of a low-pressure steam boiler should be set to blow off at 10 pounds pressure.

The damper regulator should close off damper at 6 pounds pressure.

At the end of the heating season all water in the apparatus must be drawn off, and the boiler, up to the level of safety valve, filled with fresh water

and allowed to stand thus during the summer. At the beginning of the heating season the water is to be drawn off and the boiler refilled to water line with fresh water. At the close of the heating season the entire heating and ventilating apparatus must be carefully inspected and the necessary repairs to same reported to the custodian in writing.

HOT-WATER HEATING AND VENTILATING APPARATUS.

The tubes of the horizontal tubular boilers must be cleaned at least three times each week of the heating season.

The shells and heads of horizontal tubular boilers must be brushed off once each month.

Portable cast iron or steel boilers are to have smoke passages cleaned at least once per week.

Ashes must not be allowed to accumulate in the ash pit sufficiently to endanger grates and should be removed at least twice per day.

The bridge walls and the inverted arches under horizontal boiler must be kept clean of ashes to allow full effect of draft.

The fresh-air chambers, fresh-air supply ducts, the indirect-radiator chambers, and the indirect radiators must be kept clean.

When any radiator heats imperfectly the presence of air is the probable cause, and the same should be allowed to escape by opening air valves on radiator.

The fireman must note the level of the water in the expansion tank each morning, and see that it is filled with water.

The temperature of water in the apparatus should be increased or decreased with regard to the outside temperature, as follows:

Temperature outside.	Temperature of water at boiler.
Degrees.	*Degrees.*
60	110 to 120
50	120 to 135
40	135 to 150
30	150 to 165
20	165 to 180
10	180 to 190
0	190 to 200
10	200

Do not allow the temperature of the water to exceed 200°.

The fireman must instruct the occupants of the apartments in which direct radiators are placed how to operate the valves on radiators.

The fireman must reduce the consumption of coal to a minimum, consistent with best results.

At the end of the heating system the water must be drawn from the system and the apparatus refilled with fresh water. At the beginning of the heating season the water must again be drawn off and refilled.

When drawing off the water the air valves must be opened as soon as the water ceases to run at said valve, to allow air to enter and the water to pass out of the piping and radiator.

In refilling the apparatus the air valves are to remain open until water escapes, then closed.

At the close of the heating season the entire heating and ventilating apparatus must be carefully inspected and the necessary repairs to same reported to the custodian in writing.

ELEVATORS.

Especial attention is called to the fact that all parts of the elevator must be kept clean.

All cables must be carefully examined at least once per month for broken wires, strands, or other defects.

The machine must be inspected and one round trip made each day by the conductor before any passengers are allowed in the car; during this test trip the automatic terminal stop mechanism should be tested, and, if possible, the fireman or engineer should watch the operation of the machine while test trip is being made.

The conductor must close the entrance door to elevator before starting car, and must take every precaution to reduce the possibility of accident.

All wire cables of the elevator must be given a coat of raw linseed oil and plumbago once per month.

The slide strips of elevator car and counterbalance weights must be cleaned once per month, and then greased.

When electric passenger elevators are in service the conductor must stop at the floor at which the last passenger is delivered, and there await his next call.

During severe electrical storms electric passenger elevators operated by current not generated within the building should be shut down and the main switch or circuit breaker thrown out.

Any defects in the cables, safety devices, etc., of the elevator which may impair its safety or satisfactory operation must be immediately reported in writing to the custodian.

INFORMATION IN REGARD TO SAFES AND LOCKS.

(1) The following information is given in regard to working the Sargent lock on vaults and safes in Government buildings:

"(2) When a new safe is received, care should be taken to set the combination of the lock in strict accordance with the maker's printed instructions, which are full and clear. Copies are furnished for each kind of lock, and will be duplicated on requisition.

"(3) Trouble arises from failing to understand or follow these instructions in changing the combination, and then removing the cover of the lock and trying the keys while the cover is off to discover where the difficulty exists. When a lock has been thus disarranged and can not be made to work satisfactorily while the door is open, the door must not be locked until the lock has been readjusted and made to work correctly. 'It sometimes happens that upon inserting the key and turning one-quarter to left, according to directions, the operator is unable to turn the dial of lock any more than one-half or once around,' and is thus blocked at the start. When this is the case, *it is quite certain* that some one has had the key in the keyhole or in the tumblers of the lock *when the back of lock was off*, and *turned one or more of the centers* (which each tumbler has), and thus caused them to become *mixed*, that is, *two* of the centers are tight and *one* loose, or *one* is tight and *two* loose; and now, when the key is inserted and turned one-quarter to the left, instead of loosening all three of the centers, as it should do, it has tightened *one* and only loosened two, then when key is turned back to right, it fastens the two and has loosened the one. Now the thing to be accomplished is *to get them all alike*, so that when key is inserted *clear in*, by turning to left all centers will be loose, and by turning back to the right all the centers will be *tight*.

"Dissect the lock in this wise: Take off the back. Take out the revolving bolt and dog. At the end of the dial arbor is a key, holding the cam onto arbor.

(In the old locks it is held on by two screws through a small bevel piece.) Take out this key or bevel piece, unscrew the dial, and take it from the '*cam.*'

"Now we come to the three *tumblers*. Take the steel point of an awl, insert it under the brass ring which holds the tumblers onto the axle, and spring it off. Take off No. 3 tumbler, now a washer, then No. 2 tumbler, then a washer, then No. 1 tumbler. Now see if the center to each is tight. Seize hold of iron pin in groove, and see if you can turn the groove or center. If you can, it is loose, and must be tightened by inserting the key into square hole and turning it one-quarter to right.

"A small mark on said square hole indicates when it is right. You will find by experimenting that it loosens with a snap on turning to left, and one-quarter to right will make it tight. Examine all the tumblers and make the centers tight. Now reconstruct the lock. First, No. 1 tumbler (with number toward you), then washer, then No. 2 tumbler, then washer, then No. 3 tumbler. Spring on the ring, put dial arbor in place, and screw on the 'cam.' Be careful to give it the right play, by not screwing it once around too much, or not enough. It should be left to play easy, but not allow the arbor to have an *out* and *in* motion. Put on the revolving bolt and dog. Now set the tumblers so that their slots will come even with the red mark in lock by turning *left* for the *farther* one, *right* for the *middle* one, and *left* for the one next to you. Put on back, insert the key, and then proceed according to first directions, and go slow and sure, and you will become master of the lock, and gain a knowledge of great value to you. Locks with four tumblers to be treated in the same manner; the only difference being in their having one more tumbler to deal with.

"(4) When the lock, after use, commences to work in an unsatisfactory manner, careful examination as to the probable cause should be made, and if it can not be remedied, report the matter at once to this Department, instead of waiting until the lock becomes unmanageable.

"(5) Trouble is caused by changes made in the adjustment of the parts by locksmiths and others who attach the locks to safes, and those who experiment in trying to repair the locks, especially by filing or straightening the slightly curved key or keys which hold the cam from turning on the lock end of the spindle, resulting in the key or keys fitting loosely and allowing a lost motion. This is indicated by an uncertainty in unlocking, even when the numbers are set exactly to the star mark, the lock frequently unlocking if the numbers are set a little past the mark, owing to the motion lost on the loose steel key. The curve acts as a spring when the key is driven home with a gentle force into a straight slot or groove in which it fits exactly and closely to avoid any lost motion. When it is thus driven home (with the back of the key toward the center of the shaft) the point of the key will pass through the cam and curl up in the inside as an effective safeguard against jarring back. Besides, the key can be readily withdrawn if necessary. All these advantages are lost if a thoughtless person files and straightens the key thus ⌊, making it loose enough to be put in and taken out with the thumb and finger, thus allowing a little motion of the spindle in the cam, which, though slight, is multiplied by the large diameter of the dial, and of course interferes with accuracy in working the lock on its combination. The only remedy is to refit the steel key or keys.

"(6) When a lock is long in use, it is liable to get foul and gummy, so that the wheels will turn hard on their hub, or the falling dog becomes so stiff in its hinge that it does not fall readily into the slots in the wheels. There is a heavy resisting motion of the dial in turning, which increases as each succeeding wheel is picked up in making the revolutions, until sometimes the power required to turn the dial renders it difficult to stop accurately on the mark. So long,

however, as the wheels can be accurately set by the numbers, this will not, of itself, prevent the lock from unlocking; but if, after the members are correctly set, on turning to the right or left (as the case may require) to unlock, the dog or lever does not fall into the slots in the wheels, and a full revolution can be made without being stopped by the hook, it is then evident that the joint or hinge on which the lever turns has become so foul and sticky that the weight of the lever is not sufficient to overcome the resistance offered, and consequently the lever does not perform its part. When this is the case the first thing to do is to get the safe or vault open, and the next to have the lock thoroughly cleaned by using kerosene oil to dissolve and remove the gum—every particle of oil to be carefully wiped off before putting the lock together. To get the safe open when the trouble is supposed to be a failure of the dog to fall, it is necessary to carefully set the numbers of the combination, then take a piece of wood and lay it against the door directly over the lock and strike it smartly several blows with a heavy hammer or sledge, then try the lock to see if it will open. If you feel the dog slightly on the wheels, work the knob back and forth quickly past the point where the dog is felt. This may induce the lever to work down into the slots. If you fail in the first trial, reset the numbers and repeat the hammering until satisfied that it is fruitless. The idea is to first have the wheels right to receive the falling dog or lever, and then to induce it to fall into the slots by jarring it from its confined position. It must be borne in mind that this severe jarring of the door may possibly jar the wheels, or some of them, out of place, and hence on repeating the hammering it is best to reset the wheels after each unsuccessful trial.

"(7) In drilling, which should be the very last resort, the shortest cut is to get rid of the tongue piece of the bolt work on the door. To do this it is necessary to drill a hole through the door just in front of the lock belt, through which the tongue piece that butts against the lock bolt can be driven out of the way. This hole should be of sufficient size to allow the use of a stiff driving tool through the door, and should be drilled at the following distances from the center of the dials on the following sizes of Sargent locks, and in a horizontal line with the center of the dials, toward the front of the locks:

"No. 1. Automatic or magnetic locks, five and five-eighths inches (5⅝ inches).

"No. 2. Automatic or magnetic locks, five and one-quarter inches (5¼ inches).

"(8) These instructions in regard to the Sargent locks equally apply to the Damon locks on a number of Government safes in use, except that the steel keys in the Damon locks have a slightly different shape from those referred to in the Sargent locks, and the drilling distance is different."

Sample form of semiannual return of furniture and fixtures.

[To be rendered semiannually, June 30 and December 31.]

CAT. 171 A.

UNITED STATES COURT-HOUSE AND POST-OFFICE BUILDING,
Columbus, Ohio, December 31, 1894.

This is to certify that the following statement embraces all acquisitions to the furniture and fixtures in the United States building in my custody, as well as all articles authorized to be sold, dropped, transferred, or otherwise disposed of, for the period ended December 31. 1894; and that all the property received from my predecessor, as shown by my receipt to him (authorized changes excepted), is still in my custody, and, ordinary wear and tear excepted, in the same condition as therein set forth:

Articles.	Location.	Cost.	Date of letter of authority.				Remarks.
			For purchase.	For sale.	To drop.	For transfer.	
4 rotary chairs, No. 16½	Marshal's office	$24.00	Nov. 17, 1894				
21$\frac{33}{36}$ yards Brussels carpet	Postmaster's room	20.18	Aug. 15, 1894				
20$\frac{14}{36}$ yards Brussels border	do	16.38	do				
25 yards carpet lining	do	1.20	do				
4 yards carpet, 2 rugs	do	3.51	do				
3$\frac{12}{36}$ yards fringe, 2 rugs	do	.27	do				
Sold and dropped.							
1 case, No. 137, cherry	Post-office working room	47.30	July 10, 1881	Nov. 4, 1894	Nov. 4, 1884		Sold Dec. 20, 1894.
1 stove and pipe	Postmaster's room	12.00	May 1, 1885	do	do		Do.
Transferred.							
2 chairs, No. 16	Office clerk of the court	9.50	July 6, 1890			Aug. 10, 1894	From marshal's office.
1 file case, No. 47	Marshal's office	41.00	May 10, 1891			Sept. 3, 1894	From judge's office.

——— ———, *Custodian.*

11177—06 K——4

Form of request for the transfer of furniture.

OFFICE OF CUSTODIAN, U. S. CUSTOM-HOUSE,
Albany, N. Y., January 10, 1900.

The Honorable the SECRETARY OF THE TREASURY (*Chief Clerk*).

SIR: I hereby request authority to make the following-described transfers of furniture in the building in my custody:

From the office of the collector of customs to the office of the clerk of United States circuit court.—One wardrobe, No. 50, quartered white oak, purchased May 27, 1891, cost $42.50; condition good.

From the United States District court room to the office of the assistant postmaster.—Four chairs, No. 16½, oak, at $4.88, purchased June 20, 1899; condition fair.

Respectfully, HENRY BENNETT, *Custodian.*

Form of request for selling and dropping furniture.

OFFICE OF CUSTODIAN, U. S. CUSTOM-HOUSE,
Albany, N. Y., March 3, 1900.

The Honorable the SECRETARY OF THE TREASURY.

SIR: I hereby request authority to sell and drop, or to drop from the records of my office, the following-described articles of public property which are charged to the building in my custody:

Office of the marshal.—One 3-gallon water cooler, purchased June 8, 1888, cost $4.50, broken and worthless.

Office of the circuit court judge.—Twenty-one yards Brussels carpet, cost $20.07; 18 yards Brussels border, cost $16.31; 24 yards carpet lining, cost $5.18; purchased November 21, 1890; worn out and useless.

One chair, No. 16½, oak, cost $5.70; purchased October 12, 1899; broken and useless.

Respectfully, HENRY BENNETT, *Custodian.*

[Indicate here "Original" or "Duplicate."] [Cat. No. 114½ B.]

APPROPRIATION: "Pay of assistant custodians and janitors, 1895."

Pay roll of employees in the United States court-house and post-office at Baltimore, Md., during the month of December, 1894.

We, the undersigned, acknowledge to have received from GEORGE A. BARTLETT, disbursing clerk, the amounts hereunto set opposite our names, respectively, in full payment of our services for the time specified.

No.	Names.	Designation.	Term of service.		No. of days.	Compensation.	Amount.	Signatures.	Witnesses.	Remarks.
			Commencement.	Expiration.		Per annum.				
	Wm. H. Jones	Chief engineer	Dec. 1	Dec. 31	31	$1,500	$126.40	Wm. H. Jones		
	H. Clay Simmons	Janitor	Dec. 1	Dec. 31	31	800	67.40	H. Clay Simmons		
	Charles M. Thomas	Watchman	Dec. 1	Dec. 20	20	720	39.13	Charles M. Thomas		
	Orlando Robinson	Fireman	Dec. 1	Dec. 31	31	720	60.60	Orlando × Robinson	Wm. A. Smith	
	John C. Brown	Laborer	Dec. 1	Dec. 29	29	540	42.55	John C. Brown		
	Mary B. Ward	Charwoman	Dec. 1	Dec. 31	31	270	22.75	Mary B. Ward		
	Total[a]						358.83			

[a] All pay rolls must be footed up and the total placed at the bottom of the roll, ruling out all blank lines between the names and the total.

NOTE.—The names of the employees should be written in the proper column in as distinct and legible a manner as practicable, and in all cases the names as written by the custodian should correspond with the signatures of the employees.

I certify that the employment of the above-named persons, at the rates stated, has been duly authorized by the United States Treasury Department, and that the services charged have been performed and were necessary to the proper transaction of the public business in the building in my custody.

JOHN DOE, Jr., *Custodian.*

Approved:

_____ _____,

Chief of Division of Appointments.

Original.] [Cat. No. 114.

APPROPRIATION: "Pay of assistant custodians and janitors, 190—."

The United States to ——— ———, Dr.

	Amount.
For services[a] ——— during the ——— ending[b] ———, 190—, at the rate of $——— per ———, compensation authorized by letter of Treasury Department, dated ———, 189—.	.....

[a] Insert nature of services, thus: Sprinkling streets, removing snow, ice, and rubbish, washing towels, etc.
[b] Insert period of service.

UNITED STATES ——— BUILDING AT ———,
———, *190—*.

I certify that the services above charged for have been performed in accordance with the authority referred to.

———, *Custodian.*

TREASURY DEPARTMENT, ——— ———, *190—*.

Approved:

———,
Chief of Appointment Division.

Received from GEORGE A. BARTLETT, disbursing clerk, Treasury Department, check No. ———, on the ——— for the sum of ——— $\frac{}{100}$ dollars, in full payment of the above account.

$———. Receipt,[a] ——— ———,
———.

Amount of receipt should be inserted in writing and figures before forwarding to the Department.

Original.] [Cat. No. 117.

Form of voucher for miscellaneous items (color, light green).

APPROPRIATION: "Fuel, lights, and water for public buildings, 1907."

The United States to Francis G. Bliss, jr., Boston, Mass., Dr.

Date of delivery.	Miscellaneous items, ice, and removal of ashes.	Amount.
1894.		
Aug. 7	1 dozen turkey-feather dusters	$7.50
	½ dozen whisk brooms, at $2.50 per dozen	1.25
	1½ dozen mops, at $4.50	6.75
	100 pounds soap, at 3½ cents per pound	3.50
	3 gross matches, at $1.75 per gross	5.25
	Total	24.25

[a] The name should be the same as that used in the heading. If receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Company, per John Smith, secretary, or treasurer, or member of firm."

I certify that the articles as above stated have been furnished for use of the United States post-office and subtreasury building at Boston, Mass.; that they are necessary for, and have been or will be applied to, use in the said building; that the prices charged are just and reasonable, and authorized by Department's letter of June 3, 1894.

JEREMIAH W. COVENEY, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received from THOMAS J. HOBBS, disbursing clerk, Treasury Department, Washington, D. C., the sum of twenty-four and $\frac{25}{100}$ dollars, in full payment of the above account.

$24.25. FRANCIS G. BLISS, Jr.

Paid by check on assistant treasurer United States, New York, No. ———, dated ———, 189—.

Receipt should be filled out in writing and figures before forwarding to the Department.

Original.] [Cat. No. 117.

Form of voucher for fuel, lights, power, and water. (Color, white.)

APPROPRIATION: "Fuel, lights, and water for public buildings, 1907."

The United States to George H. Huddell & Co., Philadelphia, Pa., Dr.

Date of delivery.	Fuel, lights, power, and water.	Amount.
1900. Jan. and Feb.	To 392 tons bituminous coal, at $1.98 per ton	$776.16
	To 100 tons anthracite coal, at $5 per ton	500.00
	To 50 cords wood, oak, at $6 per cord	300.00
	Total	1,576.16

NOTE.—Vouchers for gas, electric light, motors, and water should give the readings of meters at commencement and close of the time covered by the vouchers.

I certify that the articles as above stated have been furnished for use of the United States court-house and post-office building at Philadelphia, Pa.; that they were necessary for, and have been or will be applied to, use in the said building; that the prices charged are just and reasonable, and authorized by Department's letter of April 27, 1899

P. A. MCCLAIN, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received from THOMAS J. HOBBS, disbursing clerk, Treasury Department, Washington, D. C., the sum of one thousand five hundred seventy-six and $\frac{16}{100}$ dollars in full payment of the above account.

$1,576.16. [a] GEORGE H. HUDDELL & Co.,
By ALFRED E. ERRAC, *Secretary.*

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[a] Where a bill is receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Company, per John Smith, member of firm, or secretary, or treasurer."

Paid by check on assistant treasurer United States, New York, No. ———, dated ———, 189—.

Receipt should be filled out in writing and figures before forwarding to the Department.

Fuel inspector's certificate on back of voucher.

———— ————,
———— —, *190—*.

I certify that I weighed and inspected between ———, 190—, and ———, 190—, ——— tons of ——— coal, delivered by ——— ——— to ——— ———; that each of such tons was of the standard weight of twenty-two hundred and forty (2,240) pounds; that it was of the best quality, free from stone, slate, and other impurities; and that all of the weights and quality were in accordance with law.

(——— tons of ——— coal.)

———— ————,
Inspector and Weigher.

Original.] [Cat. No. 117.

Form of voucher for electric current for lighting and power purposes.
(Color, white.)

APPROPRIATION: "Fuel, lights, and water for public buildings, 1907."

The United States to Poughkeepsie Electric Light and Power Company, Poughkeepsie, N. Y., Dr.

Date of delivery.	Fuel, lights, power, and water.			Amount.
	ELECTRIC LIGHT.			
1900. Jan. —	To 2,752,000 watt-hours, at 10c. per 1,000 watt-hours, consumed during the month of January, 1900			$275.20
	State of meter at this date	1,700,000	2,646,000	
	Less state of meter at last settlement	1,500,000	2,500,000	
		Constant 5×200,000	Constant 12×146,000	
	Consumption	1,000,000	1,752,000	
	MOTOR FOR CANCELING MACHINE.			
Jan. —	To 45,000 watt-hours, at 10c. per 100 watt-hours, consumed during the month of January, 1900			4.50
	State of meter at this date		137,000	
	Less state of meter at last settlement		92,000	
	Consumption		45,000	
				279.70

NOTE.—Vouchers for gas, electric light, motors, and water should give the readings of meters at commencement and close of the time covered by the vouchers.

I certify that the articles as above stated have been furnished for use of the United States post-office building at Poughkeepsie, N. Y.; that they were necessary for, and have been or will be applied to, use in the said building; that the prices charged are just and reasonable, and authorized by Department's letter of April 24, 1899.

FRANK W. HALSTED, *Custodian.*

Approved:

———— ————,
Assistant Secretary.

Received from THOMAS J. HOBBS, disbursing clerk, Treasury Department, Washington, D. C., the sum of two hundred seventy-nine and $\frac{70}{100}$ dollars, in full payment of the above account.

$279.70.

[a] POUGHKEEPSIE ELECTRIC LIGHT AND POWER CO.,
By FRED CASADY, *Secretary.*

Paid by check on assistant treasurer United States, New York, No. ———, dated ———, 189—.

Receipt should be filled out in writing and figures before forwarding to the Department.

Original.] [Cat. No. 117.

Form of voucher for gas. (Color, white.)

APPROPRIATION: "Fuel, lights, and water for public buildings, 1907."

The United States to the Indianapolis Gas Company, Indianapolis, Ind., Dr.

Date of delivery.	Fuel, lights, power, and water.	Amount.
1900. Jan. —	To 60,000 cubic feet of gas, at $2.50 per 1,000 cubic feet, consumed during the month of January, 1900.	$150.00
	State of meter at this date ..... 79,000 c. f.	
	Less state of meter at last settlement 19,000	
	Consumption ..... 60,000 c. f.	150.00

NOTE.—Vouchers for gas, electric light, motors, and water should give the readings of meters at commencement and close of the time covered by the vouchers.

I certify that the articles as above stated have been furnished for use of the United States court-house and post-office building at Indianapolis, Ind.; that they were necessary for, and have been or will be applied to, use in the said building; that the prices charged are just and reasonable, and authorized by Department's letter of June 15, 1899.

S. E. KERCHEVAL, *Custodian.*

Approved:

———— ————,
Assistant Secretary.

Received from Thomas J. Hobbs, disbursing clerk, Treasury Department, Washington, D. C., the sum of one hundred and fifty $\frac{00}{100}$ dollars, in full payment of the above account.

$150.00.

[a] THE INDIANAPOLIS GAS CO.,
By JAMES W. LONG, *Treasurer.*

Paid by check on assistant treasurer United States, New York, No. ———, dated ———, 189—.

Receipt should be filled out in writing and figures before forwarding to the Department.

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[a] Where a bill is receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Company, per John Smith, member of firm, or secretary, or treasurer."

Original.] [Cat. No. 117.

Form of voucher for water at meter rates. (Color, white.)

APPROPRIATION: "Fuel, lights, and water for public buildings, 1907."

The United States to Sioux City Water Works, Sioux City, Iowa, Dr.

Date of delivery.	Fuel, lights, power, and water.	Amount.
1900. Jan. —	To 100,000 gallons of water consumed during the month of January, 1900—	
	10,000 gallons at 25c. per 1,000 gallons $2.50	
	10,000 gallons at 20c. per 1,000 gallons 2.00	
	10,000 gallons at 15c. per 1,000 gallons 1.50	
	70,000 gallons at 13c. per 1,000 gallons 9.10	
		$15.10
	State of meter at this date ..... 40,000 c. f.	
	Less state of meter at last settlement 26,667	
	Consumption ..... 13,333×7½	
		15.10

NOTE.—Vouchers for gas, electric light, motors, and water should give the readings of meters at commencement and close of the time covered by the vouchers.

I certify that the articles as above stated have been furnished for use of the United States custom-house building at Sioux City, Iowa; that they were necessary for, and have been or will be applied to, use in the said building; that the prices charged are just and reasonable, and authorized by Department's letter of May 17, 1899.

JAMES H. BOLTON, *Custodian.*

Approved:

———— ————,

Assistant Secretary.

Received from THOMAS J. HOBBS, disbursing clerk, Treasury Department, Washington, D. C., the sum of fifteen and $\frac{10}{100}$ dollars, in full payment of the above account.

$15.10. [a] SIOUX CITY WATER WORKS,
By H. L. DEYO, *Registrar.*

Paid by check on assistant treasurer United States, New York, No. ————, dated ————, 189—.

Receipt should be filled out in writing and figures before forwarding to the Department.

Original.] [Cat. No. 117.

Form of voucher for ice, and removing ashes. (Color, green.)

APPROPRIATION: "Fuel, lights, and water for public buildings, 1907."

The United States to Pothole Ice Company, Minneapolis, Minn., Dr.

Date of delivery.	Miscellaneous items, ice, and removal of ashes.	Amount.
1900. Jan. —	To 10,000 pounds of ice, at 15c. per 100 pounds	$15.00
Jan. —	Removing 75 cubic yards of ashes, at 39c. per cubic yard	29.25
		44.25

[a] Where a bill is receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Company, per John Smith, member of firm, or secretary, or treasurer."

I certify that the articles as above stated have been furnished for use of the United States post-office building at Minneapolis, Minn.; that they were necessary for, and have been or will be applied to, use in the said building; that the prices charged are just and reasonable, and authorized by Department's letter of May 22, 1899.

CLAYTON R. COOLEY, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received from THOMAS J. HOBBS, disbursing clerk, Treasury Department, Washington, D. C., the sum of forty-four and $\frac{25}{100}$ dollars, in full payment of the above account.

$44.25. [a] POTHOLE ICE COMPANY,
By O. P. STUMP, *Cashier.*

Paid by check on assistant treasurer United States, New York, No. ———, dated ———, 189—.

Receipt should be filled out in writing and figures before forwarding to the Department.

Original.] [Cat. No. 116.

APPROPRIATION: "Furniture and repairs of same for public buildings."

The United States to ——— ———, ——— ———, *Dr.*

Date of delivery.	Articles furnished or service performed.	Amount.
190—.		

NOTE.—Date of delivery of articles or performance of service must be stated by custodian.

I certify that the article— as above stated ha— been furnished in good condition, and correspond— with the specifications or samples, for use of the United States ——— building, at ———, ———; that ——— necessary for, and ha— been or will be applied to, use in the same building; that the prices charged are just and reasonable, and authorized by Department's letter of ———, 19—.

——— ———, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received from THOMAS J. HOBBS, disbursing clerk, Treasury Department, Washington, D. C., the sum of ——— $\frac{}{100}$ dollars, in full payment of the above account.

$——— [b] (Receipt.) ——— ———,
——— ———.

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[a] Where a bill is receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Company, per John Smith, member of firm, or secretary, or treasurer."

[b] Where a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporation name, as well as the capacity in which he signs, must appear. Example: "Chicago Edison Company, per John Smith, secretary, treasurer, or member of firm."

Paid by check on assistant treasurer United States, ——— ———, No. ——, dated ———, 190—.

Receipt should be filled out in writing and figures before forwarding to the Department.

SAMPLE FORMS OF VOUCHERS.

Payable from appropriations under the control of the Supervising Architect.

(NOTE.—With slight modifications the following forms may be adapted to both annual and construction appropriations. The "Directions" will serve as a guide. Vouchers chargeable to annual appropriations are always payable at the Department. Vouchers issued on account of construction appropriations are customarily paid by a disbursing agent, specially appointed.)

No. 1.—*Contact—Payment on account—No additions, deductions, or revocations involved.*

APPROPRIATION: "Repairs and preservation of public buildings, 1903."

The United States, to Gordon A. Stewart & Co., Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. May 27	Contract dated March 20, 1903.	New slate roof, cornices, relaying concrete walks, and general repairs.	$4,716.00
		Less value of work not completed	1,410.00
			3,306.00
		Less 10 per cent retained $330.60	
		Less payments on account 2,000.00	
			2,330.60
		Amount due	975.40

Building, United States court-house, post-office, and custom-house; location, Vicksburg, Miss.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

EDWARD M. VERY, *Custodian.*

Approved:

———— ————,

Assistant Secretary.

Received at ——— ———, this —— day of ———, 190—, from ——— ———, disbursing ———, the sum of nine hundred seventy-five and $\frac{40}{100}$ dollars, in full payment of the above account.

GORDON A. STEWART & CO.

By JAS. ELLIS, *Member of Firm.*

$975.40.

Paid by check No. ——, dated ———, 190—, drawn on ——— ———, payable to the order of payee as per caption.

No. 2.—*Accepted proposal—Accepted by the Department—Itemization not required.*

APPROPRIATION: "Repairs and preservation of public buildings, 1903."

The United States to James H. Grant & Co., Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. June 4	Proposal accepted May 14, 1903.	Repairing, fitting, and painting doors at basement entrance; renewing glass in skylight; furnishing and fitting sink in toilet room; erecting new flag pole and painting same, including all necessary labor and material, as called for by the terms of the proposal.	$163.10

Building, United States court-house and post-office; location, Fort Wayne, Ind.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

GEO. P. MONTGOMERY, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received at ——— ———, this —— day of ———, 190–, from ——— ———, dibursing ———, the sum of one hundred sixty-three and $\frac{10}{100}$ dollars, in full payment of the above account.

JAMES H. GRANT & Co.,
By L. M. JONES, *Member of Firm.*

$163.10.

Paid by check No. ——, dated ———, 190–, drawn on ——— ———, payable to the order of payee as per caption.

No. 3.—*Authorization—Must be itemized.*

APPROPRIATION: "Repairs and preservation of public buildings, 1903."

The United States, to Charles P. Martin, Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. May 26	Department letter dated May 23, 1903.	40 ft. 2-inch light soil pipe, at 11 cts	$4.40
		12 2-inch light 1/4 bends, at 21 cts	2.52
		4 2-inch light 1/8 bends, at 19 cts	.76
		20 lbs. 10d. nails, at 3 cts	.60
		50 lbs. 3/4 brass pipe, at 24 cts	12.00
		4 gross 1-inch screws, No. 11, at 19 cts	.76
		Time of plumber, 3 hours, at 50 cts	1.50
		Amount due	22.54
		(Repairs to plumbing in toilet room on first floor.)	

Building, United States post-office, court-house, etc.; location, Auburn, N. Y.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

ROBERT B. DAVIDSON, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received at ——— ———, this —— day of ———, 190—, from ——— ———, disbursing ———, the sum of twenty-two and $\frac{54}{100}$ dollars, in full payment of the above account.

CHARLES P. MARTIN,

——— ———.

$22.54.

Paid by check No. ——, dated ———, 190—, drawn on ——— ———, payable to the order of payee as per caption.

No. 4.—*Authorization—Proposal accepted by custodian or other officer by authority of the Department—Itemization not required—Copy of proposal must accompany voucher.*

APPROPRIATION: "Vaults, safes, and locks for public buildings, 1903."

The United States, to Francis G. Bliss, jr., Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. June 11	Department letter dated June 5, 1903.	Constructing pigeonholes in vault of deputy collector, repairing combination lock on safe in cashier's office, and general repairs to lock boxes in post-office screen.	$37.96

Proposal accepted by custodian; copy attached.

Building, United States custom-house and post-office; location, Cincinnati, Ohio.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

WM. H. HOOD, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received at ——— ———, this —— day of ———, 190–, from ——— ———, disbursing ———, the sum of thirty-seven and $\frac{96}{100}$ dollars, in full payment of the above account.

FRANCIS G. BLISS, JR.,

——— ———.

$37.96.

Paid by check No. ——, dated ———, 190–, drawn on ——— ———, payable to the order of payee as per caption.

No. 5.—*Emergency expenditure—Unauthorized—To be submitted to Department for approval of action—Must be itemized.*

APPROPRIATION: "Heating apparatus for public buildings, 1903."

The United States to A. M. Bond Heating Co., Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. June 2		150 fire brick, at 5 cts	$7.50
		1 barrel fire clay	3.50
		1 barrel mortar	1.25
		2 dead plates, 720 pounds, at 4 1/2 cts	32.40
		3 days, bricklayer, at $3.50	10.50
		3 days, pipe fitter, at $3.50	10.50
		Amount due	65.65
		(Repairs to furnace. Emergency—requiring immediate attention.)	

(Exigency.)
Building, United States custom-house and post-office; location, Bath, Me.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

JOHN L. ROSSER, *Custodian.*

Approved:

———— ————,
Assistant Secretary.

Received at ———— ————, this —— day of ————, 190—, from ———— ————, disbursing ————, the sum of sixty-five and $\frac{65}{100}$ dollars, in full payment of the above account.

A. M. BOND HEATING CO.,
By E. C. SMITH, *Treasurer.*

$65.65.

Paid by check No. ——, dated ————, 190—, drawn on ———— ————, payable to the order of payee as per caption.

No. 6.—*Account for services, contingent force—If paid per annum or per month, modify accordingly—Shows mode of accounting for extra per diem service.*

APPROPRIATION: "Repairs and preservation of public buildings, 1903."

The United States to Arthur C. Ferguson, Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. Apr. 30	Department letter dated June 10, 1902. Oath June 16, 1902.	Services as carpenter, engaged in repairing the court-house, post-office, etc., building at Detroit, Mich., from Apr. 1 to Apr. 30, 1903, 27 days, at $3 per day. (Worked 1 day extra, Sunday, Apr. 19, repairing roof.)	$81.00

Building, United States court-house, post-office, etc.; location, Detroit, Mich.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

EDWARD F. MCCAULEY, *Custodian.*

Approved:

———— ————,

Assistant Secretary.

Received at ———— ———— this —— day of ————, 190—, from ———— ————, disbursing ————, the sum of eighty-one dollars, in full payment of the above account.

$81.00. ARTHUR C. FERGUSON,

———— ————.

Paid by check No. ——, dated ————, 190—, drawn on ———— ————, payable to the order of payee as per caption.

Occasionally custodians are authorized to certify to vouchers for work in connection with the enlargement or extension of buildings under their custody, and the following form shows the method of preparing the voucher:

No. 7.—*Contract—Payment on account—Involves additions, deductions, and a revocation—Shows form of certification by architects. Completed form—Payable by disbursing agent.*

APPROPRIATION: "Court-house, post-office, and custom-house, Sioux City, Iowa."

The United States, to The Western Construction Company, Dr.

Date.	Authority.	Articles, service, or work.		Amount.
1903. May 7	Contract dated Nov. 10, 1902.	Construction (except heating apparatus, electric wiring, and conduits).		$190,850.10
		Proposal accepted Nov. 24, 1902	$140.09	
		Proposal accepted Dec. 7, 1902	200.00	
		Proposal accepted Jan. 6, 1903	716.11	
				1,056.20
				191,906.30
		Deduction Dec. 28, 1902	$407.22	
		Deduction Feb. 21, 1903	162.07	
		Revocation Mar. 4, 1903	140.09	
				709.38
				191,196.92
		Less value of work not completed		124,530.26
				66,666.66
		Less 10 per cent retained	$6,666.66	
		Less payments on account	50,000.00	
				56,666.66
		Amount due		10,000.00

Building, United States court-house, post-office, and custom-house; location, Sioux City, Iowa.

Certified as to correctness and value of service performed, and approved for payment in the amount stated, viz, $10,000.

ELLIS & WOOD, *Architects.*

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

R. M. JOHNSTON, *Custodian.*

Approved:

_____ _____,

Assistant Secretary.

Received at Sioux City, Iowa, this 10th day of May, 1903, from Charles P. Williams, disbursing agent, the sum of ten thousand dollars, in full payment of the above account.

THE WESTERN CONSTRUCTION CO.,
By EDWARD NALLY, *Secretary.*

$10,000.

Paid by check No. 14709, dated May 10, 1903, drawn on Second National Bank, Sioux City, Iowa, payable to the order of payee as per caption.

CHARLES P. WILLIAMS,
Disbursing Agent.

If for any reason the Department finds it necessary to authorize custodians to certify to vouchers for rent of offices for superintendents of construction or for salary due them, the vouchers should be prepared as indicated on the two following forms:

No. 8.—*Accepted proposal—Involves a stipulated sum for a given period, with monthly payments—Every voucher a complete record.*

APPROPRIATION: "Custom-house and post-office, Brunswick, Ga."

The United States, to Thompson & Lee, Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. Apr. 9	Proposal accepted Feb. 7, 1903.	Rent of superintendent's office, including light, heat, and janitor service from Feb. 10, 1903, to Aug. 9, 1903, six months, at $15 per month	$90.00
		Less rent not yet due $60.00	
		Less payment on account 15.00	
			75.00
		Rent, Mar. 10 to Apr. 9	15.00

Building, United States custom-house and post-office; location, Brunswick, Ga.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

ROLAND REED, *Custodian.*

Approved:

_____ _____,

Assistant Secretary.

Received at Brunswick, Ga., this —— day of ———, 190–, from Thomas J. Henrix, disbursing agent, the sum of fifteen dollars, in full payment of the above account.

THOMPSON & LEE,
By JNO. LEE, *Member of Firm.*

$15.00.

Paid by check No. ——, dated ———, 190–, drawn on ——— ———, payable to the order of payee as per caption.

No. 9.—*Account for services, superintendent of construction—Applies also to foremen of construction and superintendents of repairs.*

APPROPRIATION: "Post-office, court-house, and custom-house, Spokane, Wash."

The United States to Albert L. Vickery, Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. May 31	Department letter dated Apr. 8, 1903; assigned Apr. 20, 1903.	Services as superintendent of construction from May 1 to May 31, 1903, 1 month, at $2,000 per annum.	$170.40

Building, United States post-office, court-house, and custom-house; location, Spokane, Wash.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

ALBERT L. VICKERY, *Custodian.*

Approved:

——— ———,
Assistant Secretary.

Received at Spokane, Wash., this —— day of ———, 190—, from John S. Bradford, disbursing agent, the sum of one hundred seventy and $\frac{40}{100}$ dollars, in full payment of the above account.

$170.40.

ALBERT L. VICKERY,
——— ———.

Paid by check No. ——, dated ——— ———, 190—, drawn on ——— ———, payable to the order of payee as per caption.

Nos. 10 and 11.—*Contract—Payment on account—Division under separate appropriations—Accepted proposals, under like conditions, may be similarly treated.*

APPROPRIATION: "Heating apparatus for public buildings, 1903."

The United States to The Smith Manufacturing Co., Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. June 8	Contract dated April 2, 1903 ..	New force-draught heating apparatus and miscellaneous repairs.	$9,000.00
		Proposal accepted May 9, 1903 ..... $100.00	
		Proposal accepted May 14, 1903 ..... 76.00	
			176.00
			9,176.00
		Chargeable to appropriation "Repairs and preservation of public buildings, 1903."	1,200.00
			7,976.00
		Deduction May 11, 1903..... $40.00	
		Revocation May 20, 1903..... 76.00	
			116.00
			7,860.00
		Less value of work not completed	4,735.00
			3,125.00
		Less 20 per cent retained $625.00	
		Less payment on account..... 500.00	
			1,125.00
		Amount due	2,000.00

Building, United States custom-house, court-house, and post-office; location, Memphis, Tenn.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance without advertisement.

EDWARD N. GRAY, *Custodian.*

Approved.

_____

Assistant Secretary.

Received at ——— ———, this —— day of ———, 190–, from ——— ———, disbursing ———, the sum of two thousand dollars, in full payment of the above account.

THE SMITH MANUFACTURING CO.,
By THOS. SMITH, *President.*

$2,000.00.

Paid by check No. ——, dated ———, 190–, drawn on ——— ———, payable to the order of payee as per caption.

Sample voucher No. 11.

APPROPRIATION: "Repairs and preservation of public buildings, 1903."

The United States, to The Smith Manufacturing Company, Dr.

Date.	Authority.	Articles, services, or work.	Amount.
1903. June 8	Contract dated Apr. 2, 1903....	New force-draft heating apparatus and miscellaneous repairs.	$9,000.00
		Proposal accepted May 9, 1903..... $100.00	
		Proposal accepted May 14, 1903..... 76.00	
			176.00
			9,176.00
		Chargeable to appropriation "Heating apparatus for public buildings, 1903."	7,976.00
			1,200.00
		Less value of work not completed.....	977.78
			222.22
		Less 10 per cent retained	22.22
		Amount due.....	200.00

Building, United States custom-house, court-house, and post-office; location, Memphis, Tenn.

I certify that the foregoing expenditure, embracing articles received or services performed, or both, covering prices and amounts deemed just and reasonable, was necessarily incurred for the building named above, under the appropriation quoted, and that the public exigency, where the articles and services were not supplied under formal contract or accepted proposal, required immediate delivery or performance, without advertisement.

EDWARD N. GRAY, *Custodian.*

Approved:

——— ———,

Assistant Secretary.

Received at ——— ———, this —— day of ———, 190—, from ——— ———, disbursing ———, the sum of two hundred dollars, in full payment of the above account.

$200.00. THE SMITH MANUFACTURING CO.,
By THOS. SMITH, *President.*

Paid by check No. ——, dated ———, 190—, drawn on ——— ———, payable to the order of payee as per caption.

LIST OF CIVIL-SERVICE DISTRICTS.

First district.—Headquarters, Boston, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut except Fairfield and New Haven counties.

Second district.—Headquarters, New York, N. Y.: New York, Fairfield and New Haven counties in Connecticut, and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union, in the State of New Jersey.

Third district.—Headquarters, Philadelphia, Pa.: Pennsylvania, Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem, Somerset, and Warren, in the State of New Jersey.

Fourth district.—Headquarters, Washington, D. C.: Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

Fifth district.—Headquarters, Atlanta, Ga.: South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, Cincinnati, Ohio: Ohio, Indiana, and Kentucky.

Seventh district.—Headquarters, Chicago, Ill.: Wisconsin, Michigan, and the counties of Boone, Bureau, Carroll, Cook, Dekalb, Dupage, Ford, Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, Lasalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria, Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford, in the State of Illinois.

Eighth district.—Headquarters, St. Paul, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, St. Louis, Mo.: Kansas, Missouri, Arkansas, the counties of Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon, Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery, Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion, Wabash, Washington, Wayne, White, and Williamson, in the State of Illinois, Oklahoma, and Indian Territory.

Tenth district.—Headquarters, New Orleans, La.: Louisiana and Texas.

Eleventh district.—Headquarters, Denver, Colo.: Wyoming, Utah, Colorado, Arizona, and New Mexico.

Twelfth district.—Headquarters, San Francisco, Cal.: Washington, Oregon, Idaho, Montana, California, and Nevada.

Form of account of sale.

The United States in account with ——— ———, *on account of sale of* ——— *condemned Government property authorized by* ———, *dated* ———, *19—.*

19—.			
—— —	By amount of gross proceeds of sale	.....	000.00
	To disbursements:		
	Auctioneer's fees	00.00	.....
	Advertising	00.00	.....
	Inspection	00.00	.....
	Drayage	00.00	.....
	To amount to be carried into the Treasury to the credit of ——	00.00	.....
		000.00	000.00

NOTE.—This statement must be accompanied by a complete inventory of the property sold, the amount received for each article or lot, and also with the subvouchers, properly receipted, covering the expenses of sale.

I hereby certify that the above statement is true and correct and represents the actual amount received and expended.

——— ———.

LAW.

"That from the proceeds of sales of old materials, condemned stores, supplies, or other public property of any kind, before being deposited into the Treasury, either as miscellaneous receipts on account of 'proceeds of Government property,' or to the credit of the appropriations to which such proceeds are by law

authorized to be made, there may be paid the expenses of such sales, as approved by the accounting officers of the Treasury, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be." (Act of June 8, 1896.)

All proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, except the proceeds of the sale or leasing of marine hospitals, or of the sales of revenue cutters, or of the sales of commissary stores to the officers and enlisted men of the Army (or of materials, stores, or supplies sold to officers and soldiers of the Army), or of the sale of condemned Navy clothing, or of sales of materials, stores, or supplies to any exploring or surveying expedition authorized by law, shall be deposited and covered into the Treasury as miscellaneous receipts, on account of "proceeds of Government property," and shall not be withdrawn or applied, except in consequence of a subsequent appropriation made by law. (Sec. 3618, Rev. Stat.)

"SEC. 3621. Every person who shall have moneys of the United States in his hands or possession, and disbursing officers having moneys in their possession not required for current expenditure, shall pay the same to the Treasurer, an Assistant Treasurer, or some public depositary of the United States, without delay, and in all cases within thirty days of their receipt. And the Treasurer, the Assistant Treasurer, or the public depositary shall issue duplicate receipts for the moneys so paid, transmitting forthwith the original to the Secretary of the Treasury, and delivering the duplicate to the depositor: *Provided*, That postal revenues and debts due to the Post-Office Department shall be paid into the Treasury in the manner now required by law." (Act May 28, 1896, section 5.) See sections 1144, 1145, 3672, 5491, 5492, Rev. Stat.; Acts July 5, 1884 (23 Stat., 184), June 30, 1890 (26 Stat., 194).

INSTRUCTIONS.

The expenses of sale payable from the gross proceeds are such as pertain directly to the sale in question, such as auctioneer's fees, cartage to place of sale, cost of inspection if an inspector be hired for that purpose, etc.

In making a deposit of the net proceeds required by law, an explanation should be put on the certificate of deposit, or sent with it, so that it may be determined to what appropriation the money should be covered in. See sections 3618, 3692, Rev. Stats.; acts of June 22, 1874 (18 Stat., 200), June 23, 1874 (18 Stat., 217), March 3, 1875 (18 Stat., 388), March 3, 1875 (18 Stat., 410), June 18, 1878 (20 Stat., 163), February 14, 1879 (20 Stat., 288), August 5, 1882 (22 Stat., 296), March 3, 1883 (22 Stat., 590), July 13, 1892 (27 Stat., 145, section 7), August 15, 1894 (28 Stat., 313), March 2, 1895 (28 Stat., 908).

REFERENCES TO REVISED STATUTES, STATUTES AT LARGE, ETC.

* * * That after the expiration of six months from the passage of this act no officer or clerk shall be appointed, and no person shall be employed to enter or be promoted in either of the said classes now existing, or that may be arranged hereunder pursuant to said rules, until he has passed an examination, or is shown to be specially exempted from such examination in conformity herewith. But nothing herein contained shall be construed to take from those honorably discharged from the military or naval service any preference conferred by the seventeen hundred and fifty-fourth section of the Revised Statutes, nor to take from the President any authority not inconsistent with this act conferred by the seventeen hundred and fifty-third section of said statutes; nor shall any officer not in the Executive branch of the Government, or any

person merely employed as a laborer or workman, be required to be classified hereunder; nor, unless by direction of the Senate, shall any person who has been nominated for confirmation by the Senate be required to be classified or to pass an examination. (22 Stat., p. 406, sec. 7.)

1. Persons who have a prima facie claim of preference for appointments to civil offices under section 1754, Revised Statutes, shall be preferred in certifications made under the authority of the Commission to any appointing or nominating officer.

2. In making any reduction of force in any branch of the classified civil service, those persons shall be retained who, being equally qualified, have been honorably discharged from the military or naval service of the United States; and also the widows and orphans of deceased soldiers and sailors. (Rule VII, C. S. C.)

SEC. 3679. No Department of the Government shall expend, in any one fiscal year, any sum in excess of appropriations made by Congress for that fiscal year, or involve the Government in any contract or obligation for the future payment of money in excess of such appropriations unless such contract or obligation is authorized by law. Nor shall any Department or officer of the Government accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in cases of sudden emergency involving the loss of human life or the destruction of property. All appropriations made for contingent expenses or other general purposes, except appropriations made for the fulfillment of contract obligations expressly authorized by law, or for objects required or authorized by law without reference to the amounts annually appropriated therefor, shall, on or before the beginning of each fiscal year, be so apportioned by monthly or other allotments as to prevent undue expenditures in one portion of the year that may require deficiency or additional appropriations to complete the service of the fiscal year; and all such apportionments shall be adhered to except when waived or modified in specific cases by the written order of the head of the Executive Department or other Government establishment having control of the expenditure, but this provision shall not apply to the contingent appropriations of the Senate or House of Representatives; and all such waivers or modifications, together with the reasons therefor, shall be communicated to Congress in connection with estimates for any additional appropriations required on account thereof. Any person violating any provision of this section shall be summarily removed from office and may also be punished by a fine of not less than one hundred dollars or by imprisonment for not less than one month.

No advertisement, notice, or proposal for any Executive Department of the Government, or for any Bureau thereof, or any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such Department, and no bill for any such advertising or publication shall be paid unless there be presented with such bill a copy of such written authority. (Sec. 3828, Rev. Stat.)

Every member of Congress or any officer or agent of the Government who, directly or indirectly, takes, receives, or agrees to receive any money, property, or other valuable consideration whatever from any person for procuring, or aiding to procure, any contract, office, or place from the Government or any Department thereof, or from any officer of the United States for any person whatever, or for giving any such contract, office, or place to any person whomsoever, and every person who, directly or indirectly, offers or agrees to give, or gives, or bestows any money, property, or other valuable consideration whatever for the procuring or aiding to procure any such contract, office, or place, and every member of Congress who, directly or indirectly, takes, receives, or agrees

to receive any money, property, or other valuable consideration whatever after his election as such member for his attention to, services, action, vote, or decision on any question, matter, cause, or proceeding which may then be pending, or may by law or under the Constitution be brought before him in his official capacity, or in his place as such member of Congress, shall be deemed guilty of a misdemeanor, and shall be imprisoned not more than two years and fined not more than $10,000. And any such contract or agreement may, at the option of the President, be declared absolutely null and void; and any member of Congress or officer convicted of a violation of this section shall, moreover, be disqualified from holding any office of honor, profit, or trust under the Government of the United States. (Sec. 1781, Rev. Stat.)

The Secretary of State, the Secretary of the Treasury, the Secretary of the Interior, the Secretary of War, the Secretary of the Navy, the Postmaster-General, the Attorney-General, and Commissioner [Secretary] of Agriculture shall keep, in proper books, a complete inventory of all the property belonging to the United States in the buildings, rooms, offices, and grounds occupied by them, respectively, and under their charge, adding thereto, from time to time, an account of such property as may be procured subsequently to the taking of such inventory, as well as an account of the sale or other disposition of any such property. (Sec. 197, Rev. Stat.)

Every person who makes or causes to be made, or presents or causes to be presented, for payment or approval, to or by any person or officer in the civil, military, or naval service of the United States, any claim upon or against the Government of the United States, or any Department or officer thereof, knowing such claim to be false, fictitious, or fraudulent, or who, for the purpose of obtaining or aiding to obtain the payment or approval of such claim, makes, uses, or causes to be made or used, any false bill, receipt, voucher, roll, account, claim, certificate, affidavit, or deposition, knowing the same to contain any fraudulent or fictitious statement or entry, or who enters into any agreement, combination, or conspiracy to defraud the Government of the United States, or any Department or officer thereof, by obtaining or aiding to obtain the payment or allowance of any false or fraudulent claim, or who, having charge, possession, custody, or control of any money or other public property used or to be used in the military or naval service, who, with intent to defraud the United States or willfully to conceal such money or other property, delivers or causes to be delivered, to any other person having authority to receive the same, any amount of such money or other property less than that for which he received a certificate or took a receipt, and every person authorized to make or deliver any certificate, voucher, receipt, or other paper certifying the receipt of arms, ammunition, provisions, clothing, or other property so used or to be used, who makes or delivers the same to any other person without a full knowledge of the truth of the facts stated therein, and with intent to defraud the United States, and every person who knowingly purchases or receives in pledge for any obligation or indebtedness from any soldier, officer, sailor, or other person called into or employed in the military or naval service any arms, equipments, ammunition, clothes, military stores, or other public property, such soldier, sailor, officer, or other person not having the lawful right to pledge or sell the same, every person so offending in any of the matters set forth in this section shall be imprisoned at hard labor for not less than one nor more than five years, or fined not less than one thousand nor more than five thousand dollars. (See secs. 3490, 3491.) (Sec. 5438, Rev. Stat.)

Every officer charged with the payment of any of the appropriations made by any act of Congress who pays to any clerk, or other employee of the United States, a sum less than that provided by law, and requires such employee to

receipt or give a voucher for an amount greater than that actually paid to and received by him, is guilty of embezzlement, and shall be fined in double the amount so withheld from any employee of the Government, and shall be imprisoned at hard labor for the term of two years. (Sec. 5483, Rev. Stat.)

Every person who, having moneys of the United States in his hands or possession, fails to make deposit of the same with the Treasurer, or some assistant treasurer, or some public depositary of the United States, when required so to do by the Secretary of the Treasury, or the head of any other proper Department, or by the accounting officers of the Treasury, shall be deemed guilty of embezzlement thereof, and shall be imprisoned not less than six months nor more than ten years, and fined in a sum equal to the amount of money embezzled. (Sec. 5492, Rev. Stat.)

That all court-houses, custom-houses, post-offices, appraisers' stores, barge offices, subtreasuries, and other public buildings outside of the District of Columbia and outside of military reservations which have been heretofore purchased or erected, or are at present in course of construction, or which may hereafter be erected or purchased out of any appropriation under the control of the Treasury Department, together with the site or sites thereof, are hereby expressly declared to be under the exclusive jurisdiction and control and in the custody of the Secretary of the Treasury, who shall have full power to take possession of and assign and reassign rooms therein to such Federal officials, clerks, and employees as in his judgment and discretion should be furnished with offices or rooms therein. (30 U. S. Stat., 614.)

SEC. 3739. No Member of or Delegate to Congress shall directly or indirectly, himself, or by any other person in trust for him, or for his use or benefit, or on his account, undertake, execute, hold, or enjoy, in whole or in part, any contract or agreement made or entered into in behalf of the United States, by any officer or person authorized to make contracts on behalf of the United States. Every person who violates this section shall be deemed guilty of a misdemeanor and shall be fined three thousand dollars. All contracts or agreements made in violation of this section shall be void; and whenever any sum of money is advanced on the part of the United States, in consideration of any such contract or agreement, it shall be forthwith repaid; and in case of refusal or delay to repay the same, when demanded, by the proper officer of the Department under whose authority such contract or agreement shall have been made or entered into, every person so refusing or delaying, together with his surety or sureties, shall be forthwith prosecuted at law for the recovery of any such sum of money so advanced.

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